

DUPLICATING EQUIPMENT OPERATOR I

NATURE OF WORK

This is semi-skilled work in operating a variety of duplicating equipment.

Work involves independent operation of duplicating equipment in processing a variety of duplication work in small and large quantities. Work may also include operation of a variety of duplicating centre equipment such as collators, binders, stitchers, cutters, folders, punchers, and addressograph machines. Assignments are received from a superior in the form of work orders or oral instructions. Work production and quality are reviewed for conformance with established standards. More experienced employees in this class may be assigned to train new employees.

ILLUSTRATIVE EXAMPLES OF WORK

Operates various duplicating equipment.

Operates and maintains a variety of duplicating centre equipment such as collators, binders, stitchers, cutters, shredders, folders, punchers, and addressograph machine in duplicating a variety of materials including booklets, maps, letters, questionnaires, theses, exams, and letters.

Performs a variety of clerical tasks; performs routine maintenance on machines and equipment.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in the operation and minor maintenance of duplicating and related equipment; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Some knowledge of the operation and routine maintenance requirements of duplicating and related equipment.

Some knowledge of a variety of uses to which duplicating equipment can be put.

Ability to understand and follow oral and written instructions.

Ability to deal with people tactfully and courteously.

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