

Red Wing Public Schools Position Description

Copy Machine Operator

General Information

Department: Community Education and Recreation
Unit: Red Wing Education Support Personnel Association
Immediate Supervisor: Director of Community Education and Recreation
Grade Placement: 5
FLSA Status: Non-Exempt

Position Summary

The Copy Machine Operator is responsible for operating copy room equipment, handling copying requests and orders, maintaining duplicating equipment and performs related work, as assigned.

Essential Duties and Responsibilities

1.	Operates duplicating equipment in the copy center.
2.	Coordinates work requests for the copy center and prioritizes work assignments and within deadlines.
3.	Processes special orders including enlargements, reducing, stapling, folding, tri-folding, redesign, cutting and binding of projects.
4.	Orders, inventories and maintains supplies for the copy room including special paper, card stock, toner, staples, binding materials, etc.
5.	Cleans, maintains and performs minor repairs to duplicating equipment for daily operation.
6.	Submits repair orders to the vendor for major repairs.
7.	Reviews manuals in order to troubleshoot issues or complete special projects.
8.	Monitors compliance with applicable copywrite laws. Screens submitted materials and notify Director of compliance issues and/or concerns.
9.	Delivers completed projects and materials to appropriate departments/employees.
10.	Resolves customer service issues related to the copy center.
11.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	None
Licenses / Certifications Required:	None

Essential Knowledge Required to Perform the Essential Functions of the Position

- Operation and general maintenance of duplicating equipment.
- Digital network system usage and color xerographic systems.
- Use of computer systems and software programs relating to the performance of the job.
- Toner, oil, paper stock and chemical used in the operation of the copy room.

Essential Skills Required to Perform the Work

- Maintaining cooperative working relationships with district employees.
- Maintaining and documenting copy room records in accordance with district policies.
- Ability to learn the operation of new duplicating equipment or other equipment, systems and/or software utilized in the copy center.
- Ability to work independently and under minimal supervision.
- Following oral and written instructions.
- Maintaining and troubleshooting minor equipment and operational problems.
- Following district procedures in the ordering supplies and materials.
- Prioritizing project needs and meeting project deadlines.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear		X		
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are performed in a typical district office setting where there are minimal environmental risks or hazards associated with the work.

Classification History and Approval

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