

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

REPRODUCTION MACHINES OPERATOR

JOB DESCRIPTION

Employees in this job operate a variety of digital printing and bindery equipment to produce a variety of printed materials.

Position Code Title - Reproduction Machines Oper-E

Reproduction Machines Operator 5

This is the entry level. The employee performs a range of Reproduction Machines Operator assignments while learning the methods of the work.

Reproduction Machines Operator E6

This is the experienced level. The employee performs a full range of Reproduction Machines Operator assignments and uses independent judgement to make decisions in specific work situations.

Position Code Title - Reproduction Machines Oper-A

Reproduction Machines Operator 7

This is the advanced level. At this level, an employee operates digital inkjet and toner high-speed production printers and bindery equipment to produce quality pamphlets, bulletins, and other printed materials. There are three concepts at this level. The first concept describes employees who function as crew leaders overseeing the work of lower-level Reproduction Machines Operators. The second concept describes employees who operate standard printing presses or inkjet and toner high-speed, high-volume production printers. The third concept describes employees who, on a full-time basis, in a relief capacity, operate a variety of reproduction equipment, including printing presses. At this level, an employee may also process printing requests from the work unit's online ordering system.

Position Code Title - Reproduction Machines Oper-2A

Reproduction Machines Operator 8

This is the second advanced level. At this level, employees operate the most complex and sophisticated printing equipment to produce quality posters, pamphlets, books, and other printed material.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Operates a variety of basic digital printing and bindery equipment such as booklet makers, paper punches, staplers, inserters, folders, paper cutters, padding machines, shrink wrapping equipment, and counters.

Loads and sets machines for required production.

Cleans and maintains tools and equipment.

Monitors inventory and orders supplies.

Enters time and materials into system for production tracking and billing.

Prepares and maintains records related to the work.

Performs related work and other tasks as assigned.

Additional Job Duties

Reproduction Machines Operator 7 (Crew Leader)

Assigns work to crew members.

Instructs and trains in the proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Reproduction Machines Operator 7 (Senior Worker)

Operates high-volume, high-speed networked digital production printers.

Using printer software, makes adjustments to image quality and creates folders and directories for print on demand orders.

Receives jobs from requesters, determines if jobs are appropriate for the equipment in the shop, processes requests, and returns completed jobs to requesters.

Contacts requesters in person and by telephone to clarify job requirements, due dates, cost, and production problems.

Places equipment service calls and maintains service logs.

Reproduction Machines Operator 8

Carries out the most complex and difficult printing assignments, using sophisticated high-speed production printers.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the second advanced level.

Knowledge of the operation, adjustment, and maintenance of the equipment.

Knowledge of the various types and weights of paper used in the work.

Knowledge of the methods used in printing processes.

Ability to operate machines and related equipment.

Ability to make minor repairs and adjustments to machines.

Ability to plan and organize the work.

Ability to communicate effectively.

Ability to make mathematical calculations.

Ability to maintain records.

Additional Knowledge, Skills, and Abilities

Reproduction Machines Operator 7 - 8

Knowledge of the operation of high-speed, production printers and other complex machinery.

Knowledge of software applications.

Knowledge of electronic file management and storage applications.

Ability to manipulate and edit electronic print files.

Ability to operate digital print equipment.

Reproduction Machines Operator 7 (Crew Leader)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Reproduction Machines Operator 8

Skill in operating the most complex printing equipment.

Ability to produce high quality work and meet production standards.

Working Conditions

Employees in this job work in a shop/warehouse environment.

Employees in this job work with equipment, moving machine parts, cutters, and are exposed to chemicals, paper dust, noise, heat, and dirt.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to lift and/or move heavy objects.

The job duties require an employee to discern colors.

Education

Education typically acquired through completion of high school.

Experience

Reproduction Machines Operator 5

No specific type or amount is required.

Reproduction Machines Operator E6

One year of experience operating printers, including high-speed, high-volume, networked, digital, publishing printers, and related equipment equivalent to a Reproduction Machines Operator 5.

Reproduction Machines Operator 7

Two years of experience operating printers, including high-speed, high-volume, networked, digital, publishing printers and related equipment equivalent to a Reproduction Machines Operator, including one year equivalent to a Reproduction Machines Operator 6.

Reproduction Machines Operator 8

Four years of experience operating printers, including high-speed, high-volume, networked, digital, publishing printers and related equipment equivalent to a Reproduction Machines Operator, including two years equivalent to a Reproduction Machines Operator 7.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>		
REPMACOPR	REPRODUCTION MACHINES OPERATOR		
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>	
Reproduction Machines Oper-E	RPMAOPRE	A31-002	
Reproduction Machines Oper-A	RPMAOPRA	A31-007	
Reproduction Machines Oper-2A	RPMOPR2A	A31-008	

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