JOB DESCRIPTION

High Volume Copy Machine Operator

**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for running high quality copy and binding equipment. Incumbent prepares documents, and programs copy machines for job runs; monitors copy quality, and performs routine preventative maintenance on high volume copy machines.

**Examples of Work Performed**
Chooses appropriate machine and manner for job run based on originals, inserts, covers, binding, and quality.

Programs copy machine keyboard for job run.

Loads numerous paper tray departments, ensuring appropriate sequence and format of insertions and bindings.

Saves programmed jobs to floppy disk; catalogs and files disk for future use.

Checks finisher for needs, staple wire, and thermal bind tape; monitors inventory level of supplies.

Adds toner, developer, stitching wire, and thermal strips when appropriate

Monitors duplicating jobs in progress to ensure quality and accuracy.

Visually inspects finished products for accuracy and quality

Cleans, adjusts, and evaluates all paper path areas

Punch and drills copies; binds printed materials into requested or necessary format.

Maintains all surface areas clean and operational.

Performs periodic maintenance checks based on machine user’s manual.

Records time, materials, and comments on each job; puts samples in sample area and samples with job ticket.

Lines up, folds, and checks copy with approved or original copy.

Prioritizes jobs according to customer need, and reports job status to supervisor.

Trains new employees or student help on high volume copy machines.

Trains new employees on various binding equipment; oversees job duties of new or student employees.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Prepares and programs high volume duplicating machines for production runs.

2. Sets-up bindery equipment and binds printed materials in various formats.

3. Ensures quality control through constant monitoring of runs and routine preventative maintenance of machines.

4. Assists in the processing and maintenance of job control tickets to include filing and archiving.

5. Trains new employees and student workers on copy and binding machinery.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle or feel; and stoop, kneel, crouch, or bend. The incumbent is regularly required to stand; and reach with hands and arms. The incumbent is occasionally required to walk; sit; climb or balance; and taste or smell.

**Experience/Educational Requirements:**

- **Education:** Graduation from an accredited high school or equivalent (GED).
- **Experience:** Six (6) months experience in above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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