

**COPY OPERATOR**

| **Reports to:**  | Director, Purchasing and Materials Management |
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| **Dept:** | Purchasing and Materials Management | **Range:** | 10 |
| **FLSA:** | Nonexempt | **EEO:** | Services and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, provide in-house copying and printing services, operating high-speed reprographics equipment including commercial-grade photocopiers and related equip­ment such as collating, folding, sorting, cutting, punching, drilling, stapling, binding and shrink- wrap machines; receive, process, package and ensure timely delivery of incoming print and copy work from district faculty and staff at all four campus locations; and perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS*:***

A Copy Operator is distinguished from a Copy Center Technician in that an incumbent in the latter class is responsible for the effective operation and maintenance of the entirety of the district’s in-house reprographic capabilities and any required supporting services obtained on a contractual basis.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Determine priorities and schedule work in accordance with established performance-related turnaround times.
2. Ensure incoming jobs are processed in a timely manner, evaluated for proper content and format, making necessary communications with end users as needed; ensure outgoing jobs are accurately labeled and addressed, packaged securely for privacy and test security purposes, and delivered efficiently to end users.
3. Review, prepare, duplicate, package and distribute a variety of instructional and administra­tive materials of various sizes and complexity utilizing a high-speed photocopy machine.
4. Operate a variety of complex mechanical equipment to collate, fold, insert, sort, cut, punch, drill, staple, bind and shrink wrap reprographic orders as needed.
5. Maintain appropriate paper stock and various supplies for copiers and other equipment.

### OTHER DUTIES:

1. Maintain records of work performed and materials used; prepare periodic statistical reports, including cost tracking, budget monitoring, volume tracking, inventory control, maintenance reports, supply inventory, machine repairs and related service reports.
2. Perform minor maintenance, adjustments and servicing to machines and equipment as needed; request/order outside maintenance and servicing to machines and equipment when appropriate.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. District organization, operations, policies and objectives of the assigned department or program.
2. Proper methods, materials, tools and equipment used in the setup, operation, maintenance and repair of photocopiers, binders, printers and related equipment.
3. Applicable copyright rules and regulations.
4. Basic knowledge of copying/printing practices, paper stocks and supplies.
5. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary
6. Safety policies and safe work practices applicable to the work.
7. Interpersonal skills using tact, patience and courtesy.
8. Modern office practices, procedures and equipment.
9. Basic recordkeeping and reporting techniques.

### ABILITY TO:

1. Plan, organize and prioritize duplicating services to ensure maximum efficiency and quality products in a timely manner.
2. Receive requests for reprographic work and determine the most appropriate and efficient way to perform the work, either through a contract vendor or retaining for in-house reproduc­tion on a photocopier.
3. Perform skilled setup, operation and maintenance of high-speed photocopiers and related reprographics equipment.
4. Maintain routine records and prepare reports.
5. Maintain appropriate inventory of paper stock and other materials and supplies.
6. Develop and implement improved procedures and processes to maximize operational efficiency.
7. Maintain confidentiality of information and security of printed materials throughout the processing and delivery cycle.
8. Communicate effectively both orally and in writing
9. Add, subtract, multiply and divide quickly and accurately.
10. Meet schedules and timelines.
11. Understand and follow written and oral instructions.
12. Operate a computer and standard business software.
13. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent and at least one year of experience operating high-speed reprographic equipment.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, vendors and contractors.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional lifting and carrying of objects weighing up to 50 pounds; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; occasional evenings and/or weekends on an as-needed basis. Occa­sional local travel may be requested.