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## Lead Microfilm Equipment Operator 05

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### GS-0350-05

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located in

This incumbent performs and leads employees in operating microfilm equipment to produce acceptable products and/or timely services.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Sets up and operates a variety of microfilm equipment.

Sets up equipment for correct reduction, spacing, alignment, adjustment of speed, mechanical machine settings, light settings, and resolution of quality specifications on filmed materials.

Performs various quality control checks, tests, and adjustments to ensure an acceptable level of quality in the processed microfilm.

Maintains required production and control records.

Performs operator maintenance on equipment.

In addition to performing the above specified duties, the employee is responsible for leading the work of three or more GS-0350-04 employees. Leader duties include distributing and balancing the workloads; keeping track of the status and progress of the work; estimating and reporting on expected time of completion of the work; providing instructions to other employees; providing on-the-job training to new employees; reviewing work.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required FL 1-3, 350 pts.

Thorough knowledge and skill in the set up, operation, and adjustment procedures of microfilm equipment.

Knowledge to interpret the results of various quality control tests and checks and the skill to perform the necessary corrective adjustments to maintain an acceptable level of quality in the processed microfilm.

Overall knowledge is required to notice symptoms of improper machine or camera operations.

Skill to perform routine operator maintenance on microfilm equipment including cleaning, lubrication, and adjustment.

Knowledge of agency microfilming regulations, standards, and record-keeping requirements.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

Assignments are made by the supervisor. All aspects of the assignment are clearly defined by the supervisor or lead. The operator performs routine assignments on an independent basis and has limited authority to make

technical decisions affecting production quality. Unusual operating problems are referred to the supervisor for action. Work is reviewed by the supervisor on a spot-check basis in terms of compliance with the agency microfilming standards.

Factor 3 - Guidelines FL 3-2, 125 pts.

Guidelines consist of equipment manufacturers' operating handbooks, agency microfilming standards and specifications, and established operating procedures within the section. The operator uses judgment in selecting the appropriate guideline(s) to perform a specific type of adjustment, repair, etc. The operator may not deviate from the guidelines.

Factor 4 - Complexity FL 4-2, 75 pts.

The operator prepares documents for microfilming and makes identifying targets to permit subsequent retrieval of information by users. Sets up and operates various automatically controlled microfilming cameras, a film processor, and related equipment to microfilm and process film in accordance with guidelines and user's requested format. Standard quality control tests and checks are performed at various points during microfilming process. The set up and operating procedure is determined by the operator after consideration of the quality of the original material to be microfilmed, rate of reduction, and format requested. Variations in the work may occur due to mixed quality of the original documents, new procedures, or changes in the format required by the user.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

The proper operation of the equipment contributes to the operating efficiency of the organization and provides microfilm service to the user on a timely basis. The work does not affect the accuracy or reliability of the subject matter microfilmed.

Factor 6 - Personal Contacts FL 6-2, 25 pts.

Contacts are primarily with coworkers and microfilm users. In addition, contacts may occur with material suppliers and equipment manufacturers' technical representatives on a less frequent basis. All contacts take place in the employee's workplace.

Factor 7 - Purpose of Contacts FL 7-1, 20 pts.

Contacts serve to provide and clarify work instructions, resolve maintenance problems, obtaining and/or reporting factual information relating to the work.

Factor 8 - Physical Demands FL 8-2, 20 pts.

The work requires some physical exertion such as extended periods of standing, frequent bending, reaching, stooping, or similar activities necessary to set up, operate, adjust, and monitor the operation of the equipment. The employee lifts, on a recurring basis, a variety of moderately heavy materials and supplies such as boxes of chemicals, record boxes, boxes of cards and envelopes, cartons of film; occasionally the employee may be required to lift heavy (over 50 pounds) items such as large stacks of paper stock. Work requires incumbent to push bins, carts or use a hand-truck when necessary.

Factor 9 - Work Environment FL 9-2, 20 pts.

The work involves moderate risks and/or discomforts such as a high level of noise; excessively bright or strobe lights; paper dust; ink; solvents; lubricants; chemicals; and chemical fumes; working around equipment in operation. Special safety precautions are required.

TOTAL = 785 points

(Since this is a lead position, the grade level is one above the highest led.)

FINAL GRADE = GS0350-05

This position is non-exempt from coverage under the Fair Labor Standards Act.

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

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