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Mail Processing Equipment Operator 04

GS-0350-04

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 position sets up, adjusts, operates and monitors mail processing equipment to prepare a variety of material for mailing.

II. MAJOR DUTIES AND RESPONSIBILITIES

Sets-up, operates and maintains basic mail processing equipment including, but not limited to, inserter, a variety of automatic labelling equipment, burster, friction feed folder, vacuum feed folder, binder, punch, paper drill, collator, power cutter, wire closer, decollator, and sealer.

Inspects items during flow for proper sequence, torn pages, loose mailing labels, proper address position, etc., to assure quality of work processed. Records the count of materials passing through the equipment.

Diagnoses machine malfunctions and performs corrective adjustments as required.

Performs operator maintenance and periodic inspections or servicing such as daily, weekly and monthly lubrication; cleans, oils and performs minor repairs.

III. FACTOR LEVELS

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

Extensive knowledge and skill in the set-up, operation and adjustment of a wide variety of mail processing equipment.

Knowledge of the vocabulary of technical terms used in conjunction with mail processing equipment.

Knowledge and skill to diagnose machine malfunctions and operating difficulties, and to perform corrective adjustments.

Knowledge of a wide variety of procedural specifications.

Knowledge of equipment safety features such as switches, covers, etc. Knowledge of personal protective equipment and all necessary safety regulations.

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

The assigned work is performed independently following the supervisor or work leader's general instructions and established priorities. The supervisor or work leader is available for assistance with difficult or unusual problems. Work is reviewed by systematic spot-checks and is also evaluated in terms of timeliness and quantity.

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

Written guidelines consist of equipment manufacturers' operating manuals and agency instructions involving operating procedures. Some judgment is required in selecting and applying the most appropriate guideline to a range of operating problems and maintenance procedures. Situations not covered are referred to the supervisor or lead operator.

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

The work consists of several related steps and processes in the set up, operation, adjustments, and maintenance of a variety of mail processing machines. The proper set up and adjustment of the machinery requires the employee to consider several apparent factors such as the work to be processed, the machinery to be utilized, and the differences in equipment set ups for similar jobs. The variety of equipment set ups is limited by the capabilities of the machine and the size of the material being processed.

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

The work involves routine set up, operation, and adjustment of mail processing equipment to process incoming and outgoing mail. The proper performance of this facilitates the work of others and maintains the operating efficiency of the unit. The work affects timeliness and accuracy of services provided to users.

Factor 6 - Personal Contacts FL 6-1, 10 pts.

Contacts are primarily with the supervisors and co-workers, but there are some contacts with employees in areas serviced.

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

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

Factor 8 - Physical Demands FL 8-3, 50 pts.

Work requires the operator to stand for extended periods of time during machine operations and to routinely lift heavy items such as stacks of computer forms, cartons of envelopes, etc., which weigh over 50 pounds.

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

Work is performed in well-lighted areas, with adequate to very poor ventilation. Operator is subject to cuts, bruises, shocks or possible damage to extremities during high speed operation. Environment is noisy, hot or cold, and may be dusty, dirty or smelly during operations or clean-up procedures. Operator is subject to subdued, excessively bright or strobe type (fast blinking) lights.

TOTAL = 800 points

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

IV. UNIQUE POSITION REQUIREMENTS

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