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Microfilm Equipment Operator 03

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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 operates microfilm equipment to produce acceptable products and/or timely services.

II. MAJOR DUTIES AND RESPONSIBILITIES

Sets up and operates microfilm cameras.

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

Runs dip and/or step tests and coordinates the test results with the supervisor, maintenance and/or quality control personnel.

Identifies and sets up camera equipment for a wide variety of materials to be filmed including: spiral notebooks, single sheet documents, multi-page booklets, prepunched documents, and computer printouts.

Diagnoses machine malfunctions and performs minor repairs or corrective adjustments as required.

Operates support equipment on microfilm tasks such as joggers, light meters, film processing equipment, microcopier, cartridge loader, and winding equipment.

Maintains production and supply consumption records.

III. FACTOR LEVELS

Factor 1 - Knowledge Required FL 1-2, 200 pts

Basic knowledge of established operating procedures, supplies, and materials essential to perform the duties of this position.

Basic knowledge of standard set ups, adjustments and operating characteristics.

Basic knowledge of agency quality standards and specifications regarding microfilming.

Skill to operate the equipment.

Familiarity with routine record keeping requirements for production and supply consumption.

Knowledge and basic skills to perform routine operator maintenance on all equipment operated (e.g., cleaning, lubricating, adjusting, replacing lights).

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 hand-books, 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 4-1, 25 pts.

The work consists of learning several related steps and processes in the set up, operation, adjustment, and routine maintenance of a variety of microfilm cameras. The proper set up and adjustment of the machinery requires the employee to learn 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 up is limited by the stage of development of the employee, camera, and the size of the material being processed.

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 6-1, 10 pts.

Personal contacts are with co-workers in the microfilm area.

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 8-2, 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 = 570 points

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

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

