

COMPUTERIZED COPY MACHINE OPERATOR

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Ability to lift 60 lbs
- Valid Arizona Driver's license
- Three (3) year clear driving history

B. DESIRED

- Previous copy machine experience in an educational environment

SUMMARY

Sets up and operates a variety of computerized photocopy machines. Performs routine maintenance to ensure proper functioning and delivers completed jobs to various sites and schools throughout the district. Performs mail/courier service for the District as needed.

Reports to: Manager of Graphics and Printing

ESSENTIAL DUTIES

- Programs, sets up and operates computerized photocopy machine to reproduce copies of booklets, newsletters, forms, special publications and related documents
- Performs cut and paste to create documents on computerized photocopy machine
- Performs routine cleaning and minor maintenance on photocopy machines. Places service calls as needed
- Delivers completed reproduced jobs to various sites and schools throughout the district
- Performs mail/courier service for the District as needed
- Maintains inventory for photocopier supplies such as toner, staples, waste containers and other items as needed
- Inventories and stocks shelves with paper. This involves lifting of objects up to 60 pounds
- Operates bindery equipment such as collator, folder, cutter, stitcher, drill, and other equipment as required. Maintains machines and makes minor repairs or adjustments as needed
- May be asked to prioritize work orders following established department criteria
- Ensures the work area is maintained in a neat and clean manner
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required



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MENTAL AND PHYSICAL REQUIREMENTS

- Ability to lift, climb, stoop, bend, twist, reach, walk, kneel, pull, squat, reach up/forward
- Ability to stand for long periods of time
- Ability to lift and carry objects weighing as much as 60 pounds up to 60 yards as a regular part of the job
- Ability to communicate by phone
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to prioritize and organize
- Ability to perform tasks requiring manual dexterity
- Ability to drive a vehicle
- Ability to exercise judgment in accordance with established procedures