

DUPLICATING EQUIPMENT OPERATOR I

Department of Public Works – Infrastructure Services Division – Transportation

PURPOSE: A Duplicating Equipment Operator I operates various equipment to produce high quality printed material, scan plans to create digital files, distributes plans, and maintains records.

This is an entry-level Duplicating Equipment Operator position and is the first level in a two step promotional program. Individuals appointed to this position may be eligible for promotion to Duplicating Equipment Operator II (Salary Grade 330 \$35,363 to \$38,963) after 2½ years as a Duplicating Equipment Operator I and the ability to pass a qualifying examination.

ESSENTIAL FUNCTIONS:

- Program and operate duplicating equipment. Current equipment includes a Xerox 6204 wide format copier, Minolta RP609Z reader printer and office copier.
- Make prints and scans of drawings and documents.
- Interpret job tickets and communicate with customers.
- Place orders and receive products from printing vendors.
- Calculate billing amounts for individual orders and monthly totals.
- Distribute plan sets.
- File Diggers Hotline requests.
- Perform other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. One year of professional printing experience including scanning digital files.
NOTE: Equivalent combinations of education and experience may also be considered.
2. Candidates must be able to lift and transfer equipment/paper up to 50 pounds.
3. Valid Wisconsin driver's license at time of appointment and throughout employment.
4. Residence in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of office procedures, printing principles and equipment.
- Knowledge of graphic arts, optimize images for print output and multimedia applications.
- Computer knowledge, including the ability to use wide format scanning services, and experience with adobe.pdf, tiff files and excel programs.
- Ability to communicate effectively, both orally and in writing.
- Customer service skills.
- Ability to work independently and prioritize daily work assignments.
- Ability to safely operate office equipment.
- Ability to produce accurate work and meet tight deadlines.
- Ability to scrutinize documentation and draw attention to errors or omissions that need to be addressed.

THE CURRENT SALARY RANGE (309) IS: \$29,781 to \$36,538 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **September 17, 2010**. Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.