

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**REPRODUCTION MACHINES OPERATOR**

**JOB DESCRIPTION**

Employees in this job operate a variety of equipment used to copy and print various materials, ranging in complexity from paper punches, slitters, staplers, cutters, binders, tyers, folders, and labelers to the most complex and sophisticated digital electronic publishing equipment, offset printing presses, saddle stitchers, automated intelligent inserters, and multiple on-line processors.

There are four classifications in this job.

**Position Code Title – Reproduction Machines Operator-E**

Reproduction Machines Operator 5

This is the intermediate level. Employees, under close supervision, learn the operation of duplicating equipment and services provided by a reproduction unit.

Reproduction Machines Operator E6

This is the experienced level. Employees, under general supervision, carry out a full range of tasks required to operate reproduction machines and related equipment using judgement to make decisions where alternatives are determined by established methods, guidelines, and procedures.

**Position Code Title – Reproduction Machines Operator-A**

Reproduction Machines Operator 7

This is the advanced level. At this level, an employee operates reproduction machines and printing presses or networked, high speed, high volume, publishing printers to produce quality pamphlets, bulletins, and other printed materials. There are four concepts at this level. The first concept describes employees who function as crew leaders overseeing the work of lower-level Reproduction Machines Operators. The second concept describes employees with sole responsibility for the complete operation of copy center without on-site supervision. The third concept describes employees who operate standard printing presses or networked high speed, high volume publishing printers. The fourth concept describes employees who, on a full-time basis, in a relief capacity, operate a variety of reproduction equipment, including printing presses.

**Position Code Title – Reproduction Machines Operator-2A**

Reproduction Machines Operator 8

This is the second advanced level. At this level, employees operate the most complex and sophisticated printing equipment to produce quality posters, pamphlets, books, and other printed material.

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**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Operates a variety of basic reproduction machines and related equipment such as paper punches, staplers, inserters, folders, paper cutters, padding machines, shrink wrapping equipment, and counters.

May operate a basic printing press.

Loads and sets machines for required production.

Cleans and oils machines, and makes minor repairs.

Determines supply needs, orders supplies, and/or picks up supplies.

Contacts requesters, as needed, to determine best methods for producing needed copies.

Codes job tickets and sends to billing department.

Prepares reports.

Maintains files.

Performs related work as assigned.

### **Additional Job Duties**

#### **Reproduction Machines Operator 7 (Crew Leader)**

Assigns work to lower-level Reproduction Machines Operators.

Provides instruction and training in the proper methods and processes necessary to do the work.

Reviews job performance of lower-level Reproduction Machines Operators.

Organizes the workload and determines priorities

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### Additional Job Duties

#### Reproduction Machines Operator 7 (Advanced Worker)

Makes plates, prepares the press, and operates offset presses.

Operates high-volume, high-speed networked digital publishing printers.

Using printer software, makes adjustments to image quality and creates folders and directories for print on demand orders.

Receives jobs from requesters, determines if jobs are appropriate for the equipment in the shop, processes requests, and returns completed jobs to requesters.

Contacts requesters in person and by telephone to clarify job requirements, due dates, cost, and production problems.

Maintains inventories.

Places equipment service calls and maintains service logs.

#### Reproduction Machines Operator 7 and 8

Operates a variety of reproduction and printing machines.

Operates a blueprint machine and direct-line printers and developers.

Produces work requiring running fundamental color jobs on either single or multi-color presses.

Produces line copy, half tones, and other printing where heavy ink coverages are required.

Mixes colored inks in accordance with color charts and/or samples.

Prepares ink by adding dryers, reducers, etc., as needed.

Trims and cuts material to be used for each job.

Prepares solutions and uses other preparations and chemicals related to the operation of offset duplicating or blueprint machines.

Exposes and prepares pre-sensitized plates.

Oils and cleans machines and makes minor repairs and adjustments.

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### **Reproduction Machines Operator 8**

Carries out the most complex and difficult reproduction assignments, typically using sophisticated printing presses to produce complex, precise, one-color, or multi-color publications or materials.

Monitors printing operation while in progress to ensure product quality.

Makes precise and intricate adjustments to the press, ink, and paper to produce a quality product.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the second advanced level.

Knowledge of the operation, adjustment, and maintenance of the equipment operated.

Knowledge of the various types and weights of paper used in the work.

Knowledge of the methods used in reproduction processes.

Ability to operate machines and related equipment to produce desired results.

Ability to make minor repairs and adjustments to machines.

Ability to plan and organize the work.

Ability to lift and move heavy objects.

Ability to communicate effectively.

Ability to perform arithmetical calculations.

Ability to maintain records.

#### **Additional Knowledge, Skills and Abilities**

##### **Reproduction Machines Operator 7 (Crew Leader)**

Ability to train and instruct others in the work.

Ability to assign work to lower-level Reproduction Machines Operators.

Ability to organize, coordinate, and evaluate the work.

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### **Reproduction Machines Operator 7 and 8**

Knowledge of the methods used in offset duplicating and blueprint making.

Knowledge of the methods used in operating more complex machinery.

Knowledge of the operation of high-speed, high-band printing equipment with connections to telecommunication networks.

Knowledge of software applications that enable print file preparation and transmission.

Knowledge of electronic file management and storage applications.

Knowledge of chemical solutions used in the offset printing process or blueprint making process.

Knowledge of proper operations and record keeping for a copy center.

Skill in operating printing presses and other more complex machinery.

Skill in mixing colored inks to meet specifications.

Ability to set up presses for various printing jobs.

Ability to manipulate and edit electronic print files.

Ability to operate digital print equipment.

Ability to make plates.

Ability to do a large volume of high quality work.

Ability to work without on-site supervision.

Ability to determine priorities.

Ability to instruct others in the operation of various presses and equipment.

Ability to maintain favorable public relations.

### **Reproduction Machines Operator 8**

Skill in doing multi-color work requiring an eye for aesthetics and balance.

Skill in making precise adjustments to presses, inks, and paper to produce a high quality product.

Skill in operating the most complex printing presses and machinery.

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Ability to produce high quality work and meet production standards.

### **Working Conditions**

Employees in this job work in a shop/warehouse environment; work with moving machinery and cutters; and are exposed to toxic chemicals, paper dust, noise, heat, and dirt.

### **Physical Requirements**

The job requires an employee to stand for long periods.

The job requires an employee to lift and move heavy loads.

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

#### **Reproduction Machines Operator 5**

No specific type or amount is required.

#### **Reproduction Machines Operator 6**

One year of experience operating printing presses, reproduction machines, including high-speed, high-volume, networked, digital, publishing printers, and related equipment equivalent to a Reproduction Machines Operator 5.

#### **Reproduction Machines Operator 7**

Two years of experience operating printing presses, reproduction machines, including high-speed, high-volume, networked, digital, publishing printers and related equipment equivalent to a Reproduction Machines Operator, including one year equivalent to a Reproduction Machines Operator 6.

#### **Reproduction Machines Operator 8**

Four years of experience operating printing presses, reproduction machines, including high-speed, high-volume, networked, digital, publishing printers and related equipment equivalent to a Reproduction Machines Operator, including two years equivalent to a Reproduction Machines Operator 7.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

REPMACOPR

**Job Code Description**

Reproduction Machines Operator

**Position Title**

Reproduction Machines Operator-E  
Reproduction Machines Operator-A  
Reproduction Machines Operator-2A

**Position Code**

RPMAOPRE  
RPMAOPRA  
RPMOPR2A

**Pay Schedule**

A31-002  
A31-007  
A31-008

ECP Group 1  
Revised 6/1/06  
TeamLeaders