

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Duplication Equipment Operator	Range:	27
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

Under the direction of the Production Center Supervisor, operate a variety of duplication equipment to reproduce various instructional, classroom, and other materials.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Operate a variety of duplication and related equipment such as high-speed copiers, collator, jogger, folder, and bindery equipment to reproduce instructional and classroom materials including tests, handouts, syllabi, flyers, programs, certificates, and other materials.
2.	Maintain, regulate and adjust duplication equipment as necessary; adjust paper feed and guides for different weights and sizes of stock; maintain appropriate chemical balance to assure quality printing.
3.	Perform minor repairs on equipment and arrange for major repairs as necessary.
4.	Maintain records of incoming work orders and prioritize requests.
5.	Assemble, collate, and staple reproduced materials as necessary to prepare for distribution.
6.	Conduct inventory, restock shelves, and report supply needs; maintain stock to assure adequate supply of paper, toner, and other related materials.
7.	Maintain Production Center and equipment in a clean and orderly condition.
8.	Maintain routine records of completed work orders.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Duplication Equipment Operator maintains frequent contact with various departments, staff, and outside vendors.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent  
Training or experience in a Production Center environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of operation and maintenance of a variety of duplicating machines and related equipment  
Knowledge of methods and procedures of routine maintenance and minor repair of duplication equipment and machines  
Knowledge of supplies used in duplication work  
Knowledge of general bindery procedures and operation of related equipment  
Knowledge of basic record-keeping techniques  
Knowledge of technical aspects of field of specialty  
Knowledge of interpersonal skills using tact, patience and courtesy  
Ability to set up and operate a variety of copiers with speed and accuracy  
Ability to maintain equipment in proper working condition and perform minor repairs  
Ability to maintain routine records  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to establish and maintain cooperative and effective working relationships with others  
Ability to plan and organize work  
Ability to work independently with little direction  
Ability to communicate effectively, both orally and in writing

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**SPECIAL REQUIREMENTS**

**WORKING CONDITIONS**

Production Center environment, **subject to lifting (up to 50 pounds unassisted)**; subject to noise from equipment and fumes from chemicals; **subject to constant noise and long periods of standing.**

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