

DUPLICATING EQUIPMENT OPERATOR II

NATURE OF WORK

This is semi-skilled work in the operation of a duplicating system.

Work involves the independent operation of an automatic duplicator, collator and stitcher combination in the reproduction of one or two-sided printed materials. Work may also include the operation of a variety of related duplicating centre equipment. Assignments are received from a superior in the form of work orders or oral instructions. After completion of a training programme work is performed under general supervision and is reviewed for quality, efficiency of operations and economy of materials.

ILLUSTRATIVE EXAMPLES OF WORK

Operates a duplicating system in reproducing a wide variety of one or two-sided printed materials.

Determines programming requirements; places documents on camera platen or programmes automatic document handler to feed a stack of documents for imaging; programmes the main feature control for quantity, reducing of originals, light or coloured background, auxiliary or main paper tray.

Programmes sorter for sets, stacks or receiving tray, and automatic document feeder for original to feed singly or in modes of continuous sequence in conjunction with sorter programmes.

Incorporates other features such as job supplement, job recovery and the use of paste-up kits in the programmes as required to maintain quality of production from camera to stitcher.

Services, cleans, and makes minor repairs and adjustments to the duplicating system and initiates requests for servicing.

Maintains work production logs.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in the operation and minor maintenance of duplicating and related equipment supplemented by some experience in the operation and minor maintenance of a duplicating system; graduation from high school preferably supplemented by completion of a training course in duplicating systems; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of and skill in the operation and basic maintenance requirements of duplicating and related equipment.

Knowledge of a variety of uses to which duplicating equipment can be put.

Knowledge of the functions and operation of a duplicating system and of conditions necessitating repairs by service personnel.

Knowledge of the types of paper and toners used in duplicating systems.

Ability to follow detailed written and oral instructions.

Ability to produce high quality work.

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