



THE UNIVERSITY of TEXAS
HEALTH SCIENCE CENTER
at HOUSTON

	DATE June 8, 2004
JOB TITLE Duplicating Equipment Operator III	JOB CODE 8731
FLSA STATUS Nonexempt	UNIT/DEPARTMENT HSC - General / Auxiliary Enterprise
REPORTS TO: Various	SUPERVISES: None

POSITION SUMMARY:

Provides highly skilled production capabilities in the print shop.

POSITION KEY ACCOUNTABILITIES:

1. Provides skilled production needs in the central duplicating service to include the operation of offset duplicators and offset presses.
2. Operates, maintains, and prioritizes the operation of offset presses, hi-speed copiers, and velo-binding machines.
3. Makes mechanical adjustments to the equipment as necessary to ensure the quality of copies of printed materials such as reports, manuals, bulletins, memorandums, and other printed documents.
4. Responds to duplication requests and inquiries from clients.
5. Prices the jobs by reviewing a standard price list and charging for actual time spent completing the job.
6. Reviews requisitions and maintains a log of printing requests received and completed.
7. Maintains an adequate inventory of supplies such as paper, plates, cleaning sheets, rollers, cotton pads, and other supplies.
8. Maintains the equipment by emptying the fluids and inks, and cleans the presses weekly.
9. Performs and provides training to new employees.
10. May provide work direction and guidance to personnel within the department. May lead projects and activities.
11. May perform other duties as assigned.

CERTIFICATIONS/SKILLS:

None.

MINIMUM EDUCATION:

High school degree or equivalent plus two years of vocational education in reproduction arts or equivalent.

MINIMUM EXPERIENCE:

Three years of experience in the operation and maintenance of multilith offset presses and duplicators.

PHYSICAL REQUIREMENTS:

Exerts up to 100 pounds of force occasionally and/or up to 50 pounds frequently and/or up to 20 pounds constantly to move objects.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*