

INSERTING MACHINE OPERATOR

KIND OF WORK

Operation of high speed inserting machines in a mail unit.

NATURE AND PURPOSE

An employee in this class receives technical guidance from a Inserting Machine Operator, Lead and is responsible for setting up and operating high speed inserting machines, diagnosing malfunctions and repairing them.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Keeps machines in working order, performing regular cleaning, oiling and adjusting.

Completes job tickets and maintains records required by the U.S. Postal Service.

Assists in the development of procedures and methods to make efficient use of equipment and materials.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the use and operation of inserting machines.

Ability to:

Understand oral and written instructions.

Recognize machine malfunctions and make proper adjustments.

Prepare and maintain records and reports.

Mechanical aptitude and manual dexterity.

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Ckd.: 11/92
Rev.: 3/77

T.C.: 3/77
Former Title(s):