

INSERTING MACHINE OPERATOR, LEAD

KIND OF WORK

Leadwork in the operation of high speed inserting machines.

NATURE AND PURPOSE

An employee in this class provides technical assistance and leadwork guidance to inserting machine operators in a centralized mail room. Work is performed under the supervision of the Central Mail Supervisor.

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

Trains other operators in machine use and maintenance.

Confers with representatives of various state agencies on design and specification of mail material to allow for proper processing on high speed inserting machines.

Maintains an inventory of supplies and reorders supplies as necessary.

Orders and installs new parts or recommends disposal of worn-out machines.

Sets up machines and operates them.

Keeps machines in good working order making necessary repairs and adjustments.

Maintains records and prepares reports in the inserting unit's activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the use and operations of high speed inserting machines.

Considerable knowledge of the type, size, weight and ability of envelopes and paper for compatible use in the high speed inserting machine operation.

Ability to:

Recognize the machine malfunctions and make difficult repairs.

Provide leadwork direction, and technical guidance to other high speed inserting machine operators.

Understand and follow oral and written instructions.

Work with minimal supervision.

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Ckd.: 11/92
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Former Title(s):