

## CITY OF GLENDALE

**TITLE: Business Equipment Technician CLASS CODE: 141**

**REPORTS TO: Various GRADE: 16**

**DEPARTMENT: Various FLSA: N**

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

### **JOB SUMMARY:**

Operates a variety of specialized high-speed electronic equipment related to production of printed material and/or mail distribution.

### **ESSENTIAL FUNCTIONS:**

1. Programs equipment electronically and/or manually to provide desired run results.
2. Coordinates appropriate materials with City departments requesting services; assists users with material selections and determines most cost effective methods.
3. Cleans and performs preventative maintenance on equipment as needed.
4. Troubleshoots run problems on equipment.
5. Maintains records of all projects requested, scheduled and completed; inputs data for general ledger charge-back to departments or for reconciliation with billings.
6. Creates and maintains inventory of materials and supplies.
7. Weighs, sorts, meters, seals and tracks charges for outgoing U. S. mail.
8. Performs record archiving for billing services and sales tax to retrieve and file documents.

### **Offset Press Equipment**

9. Operates the offset press, camera/slatemaker and processor and other related equipment.
10. Mixes printing ink to specified color for projects.
11. Coordinates chemical disposal with materials control and investigates environmentally safe chemical alternatives.

### **Mail-Processing Equipment**

12. Operates the electronic mail processing machine that folds paper, stuffs and seals envelopes, applies postage and zip sorts bulk mailings.
13. Bundles bulk mail and delivers it to the post office.
14. Operates electronic filing equipment.

### **Duplicating Equipment**

15. Operates high speed electronic duplicating equipment that produces, inserts, tabs, collates, binds and staples both simplex and duplex printed documents.
16. Operates binder equipment (Podder, electric cutter, folder, drill press, spiral bind and drill punch equipment).

**SECONDARY FUNCTIONS:**

17. Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

Large scale equipment and procedures relative to area of assignment.  
Basic and advanced printing techniques.  
Postal regulations.  
Paper weights, textures/finishes, qualities, grades and alternatives.

**Skill in:**

Operating equipment relative to area of assignment: offset press equipment, mail processing equipment and/or duplicating equipment.

**Ability to:**

Perform mathematical calculations.  
Lift at least 50 pounds on a regular basis.  
Communicate effectively, verbally and in writing.  
Establish effective working relationships with City Staff.  
Follow oral and written instructions and established policies and procedures.  
Safely handle and use various printing chemicals.

**WORKING CONDITIONS:**

Work requires moderate to heavy lifting of boxes and materials on a regular basis. Employee must exercise caution and follow safety instructions when using high-speed machines and handling chemicals. Requires prolonged attentiveness and standing for extended periods.

**MINIMUM REQUIREMENTS:**

High school diploma or G.E.D. supplemented with specialized training on assigned equipment and two years of experience operating specific equipment relative to area of assignment. Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

Valid Arizona driver's license.