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| **Machine Operator I** | |
| **Reports To:** | Director of Print and Mail |
| **Department:** | MPC OUT |
| **Status:** | Non-Exempt |
| **Revision:** | November 7, 2016 |

**POSITION SUMMARY:**

To learn all the functionality of the equipment in the MPCOUT area along with the procedures for preparing mail, materials used, and updating our tracking systems. Start to learn postal regulations and requirements.

**POSITION DUTIES:**

* Learn the various hardware, software and materials used for mailing, such as hand-stuffing.
* Learn the materials, approval procedures, folding machines and recording of jobs in tracking software.
* Learn to use small inserter and mail machine, pressure Seal Unit
* Cutting of various forms, inserts, etc.
* Receiving and completing jobs as well as recording in appropriate logs
* Learn and run the larger inserter, including: catch (learn to tray jobs), select correct materials for a jobs, setup and Learn to run the inserter learn how to adjust for efficient running
* Follow all control procedures to ensure accuracy
* Use of PC Software to record data in spreadsheets and databases, update and create Word documents and E-mail (Outlook)
* Process requisitions.
* Identify appropriate equipment to complete the requisition
* Select appropriate supplies
* Record information for requisition in the appropriate logs or spreadsheet
* Review that requisitions meet all required Company Standards
* Prepare the requested materials using the equipment and stock
* Ship the completed requisition to the requester
* Assist in the preparation of reports, take physical inventory of stock, collect counts from various machines and log books.
* Research records, as directed, for discrepancies.
* Maintain a clean and organized work environment:
* Maintain Equipment
* Assume other duties as they are assigned.

**POSITION REQUIREMENTS:**

* **Integrity:** Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, works with integrity and ethically and open and honest communication.
* **Innovation and Improvement:** Displays original thinking and creativity, develops innovative approaches and ideas, generates suggestions for improving work, and meets challenges with resourcefulness.
* **Teamwork with Accountability:** Balances team and individual responsibilities, supports everyone's efforts to succeed, gives and welcomes feedback, contributes to building a positive team spirit, puts success of team above own interests, looks for ways to improve and promote quality, and monitors own work to ensure quality.
* **Problem Solving:** Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, and develops alternative solutions.
* **Quality:** Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance and monitors own work to ensure quality.
* **Quantity:** Meets productivity standards, completes work in timely manner and strives to increase productivity.

**POSITION QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Technological Skills:**

* Knowledge of word processing software; spreadsheet software and database software.

**Language Ability:**

* Ability to read and comprehend simple instructions, short correspondence, and memos.
* Ability to write simple correspondence.
* Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

* Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
* Ability to deal with problems involving a few concrete variables in standardized situations.

**Vision Ability:**

* Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**POSITION WORKING CONDITIONS/ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Works in normal office environment.
* The noise level in the work environment is usually loud.
* May be subject to hazards; includes a variety of physical conditions, such as proximity to moving mechanical parts.
* May occasionally be exposed to work in high, precarious places.

**Physical Demands:**

* The employee must **regularly** lift and /or move up to **30** pounds,
* The employee must **frequently** lift and/or move up to **50** pounds,
* The employee must **occasionally** lift and/or move up to **80** pounds**.**

**Physical Activities:**

* While performing the duties of this position, the employee is *regularly* required to stand; use hands to finger, handle, or feel and reach with hands and arms.
* The employee is *frequently* required to walk; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

**EDUCATION AND EXPERIENCE:**

* High school education or general education degree (GED); or
* Minimum 6 months of experience; or
* Equivalent combination of education and experience.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Position duties are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification.