



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	2/15/2018	POSITION #:	PS9990
NAME OF INCUMBENT(S):	Scott Bushong		
JOB TITLE:	Mail Services PT Machine Operations		
DIVISION:	Administrative Services		
DEPARTMENT:	Mail Services		
PAY TABLE/LEVEL/GRADE:	PS P3	REPORTS TO:	FA9918

STATUS: Please click the appropriate boxes that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>PTCTU</u> | <input type="checkbox"/> Individual Position | <input checked="" type="checkbox"/> Part-Time: 28 Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input checked="" type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | 4 No. of Employee if this position is pooled. | |

JOB SUMMARY: (This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)

The Mail Services PT Machine Operator is currently responsible for maintenance and operating various mail/print machines (folder, inserter, driller, cutter, envelope printer, digital press printer)/ coordinating and processing of outgoing first class and bulk mailings. This includes ensuring compliance with current postal regulations, managing postal supplies and coordinating the flow of mail and printed matter such as envelopes. The Machine Operator is responsible for assisting LCC Departments in Mail Piece Design Analysis and consultation to ensure LCC mailings are sent out at minimal cost. Additionally the Machine Operator is responsible for training staff in mail procedures and postal regulations.

DIRECT REPORTS: (If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Direct Report(s):	SSMAIL-6
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ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	No	Essential Duties and Responsibilities
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<u>50</u>	1	The Machine Operator is responsible for maintenance and operating various mail/print machines (folder, inserter, driller, cutter, envelope printer, digital press printer)/coordinating; the processing of bulk mailings to avoid outside processing costs and provide customers with quality mailing services in a timely manner. This includes the use of USPS approved CASS software, list cleaning and management, the use of auxiliary postal equipment, printing and sorting bulk mailings and packaging mail materials for delivery to the post office. Mailings must meet postal regulations.
	2	<i>Click here to enter text.</i>
<u>20</u>	3	The Machine Operator is responsible for training staff in mail processing procedures, postal regulations, and customer service standards. Mail Services staff are expected to demonstrate professional and quality mailing services in a timely manner.
<u>10</u>	4	The Machine Operator is responsible for providing consulting services to LCC departments to communicate postal regulations, analyze mail piece designs to avoid postal regulation infringement, and communicate ways to reduce mailing costs through internal mail processing and alternative mail piece designs.
<u>5</u>	5	The Machine Operator is responsible for reevaluating mail procedures and effectively implementing new systems and technologies into the mail room to allow for greater mailing volume, faster processing speeds, and enhanced customer service.
<u>5</u>	6	Other duties, as assigned
	7	<i>Click here to enter text.</i>
	8	<i>Click here to enter text.</i>
	9	<i>Click here to enter text.</i>
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	13	<i>Click here to enter text.</i>
	14	<i>Click here to enter text.</i>
	15	<i>Click here to enter text.</i>

CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

- Knowledge of high speed copying machines/ mailing machines.
- Knowledge of CASS certified software or mailing databases
- Knowledge of auxiliary machines that pertain to the operation of a copy center/mail room.
- Knowledge of Microsoft Access, Excel, Word
- Ability to effectively communicate with supervisors, staff, and customers to coordinate and ensure quality and USPS regulations are met
- Ability to analyze procedures and effectively implement new processes and procedures.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

- Successful completion of 24 college credits, including 6-8 credits of business or computer related courses.
- Demonstrated work experience with USPS postal regulations required
- Demonstrated understanding of and/or prior experience working in any of the following areas; mailroom, copy center or operating office machines required
- Office/business management experience preferred.

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

WORK ENVIRONMENT: Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

Incumbent's Name (if any).		Incumbent's Signature*		Date
Supervisor's Name		Supervisor's Signature*		Date
Dean/ELT's Name		Dean/ELT's Signature		Date
<i>Note: Signature means approval, otherwise return for signatures.</i>				
Human Resources Rep.		HR Rep Signature		Date
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>				

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: PS9990

Date: 9/29/2017

Supervisor's Position #: FA9918

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list: Paper Drill, Insert/folder/sealer machine, Ink Jet Printer with heater/feeder and conveyor belts, PB Smart

Mailer 7 Software, PB First Software.

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

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|--|
| <input checked="" type="checkbox"/> Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly) |
| <input checked="" type="checkbox"/> Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people) |

Visionary Functions:

- | |
|--|
| <input checked="" type="checkbox"/> Near acuity (at 20 inches or less when minute accuracy is essential) |
| <input type="checkbox"/> Far acuity (more than 20 inches when day and night/dark conditions are essential) |
| <input checked="" type="checkbox"/> Depth perception (3 dimensional vision, judge distances, space) |
| <input type="checkbox"/> Color vision (distinguish colors) |
| <input checked="" type="checkbox"/> Field of vision (up-down and right-left) |

Smell and Tasting Functions:

- | |
|--|
| <input type="checkbox"/> Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose) |
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Movement, Strength, Repetition Functions:

- | | | | | |
|--|--|--|--|---|
| <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
| <input checked="" type="checkbox"/> Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time) | | | | |
| <input checked="" type="checkbox"/> Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally) | | | | |
| <input checked="" type="checkbox"/> Medium (exert 21-50 lbs of force, walk/stand frequently) | | | | |
| <input checked="" type="checkbox"/> Heavy (exert 51-100 lbs of force, walk/stand routinely) | | | | |
| <input type="checkbox"/> Very Heavy (exert over 100 lbs of force, walk/stand routinely) | | | | |

Environmental Conditions:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input checked="" type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input checked="" type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises |
| <input checked="" type="checkbox"/> Confined/restricted spaces | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |

