

METRO

Classification Description

Title: Printing/Mail Services Lead

Job Code: 0051

Pay Range: 08

FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580

Established:

Revised: 2007, 4/2019

EEO Category: Service-Maintenance

DESCRIPTION

Perform complex technical work on color copiers in both digital and analog format and acts as technical advisor to Metro staff on various printing and mailing issues. Perform basic printing, binding, mailing and copying tasks for the Metro copy/mailroom center.

DISTINGUISHING FEATURES

The Printing/Mail Services Lead classification is distinguished from the Printing/Mail Services Clerk classification by serving as a lead over other staff within assigned area and preparing reports, bidding, ordering, and inventorying supplies and determining proper job method.

DUTIES AND RESPONSIBILITIES

1. Operates and maintains all copy/mail center equipment including various copiers, postage meter, power drill, collator, perforating machine, trimmer, duplicators, cutter, folder and stitcher. Maintains satellite copiers.
2. Assigns and oversees the work of staff in the copy and mail center.
3. Performs complex technical color copy work, using both digital and analog formats and equipment.
4. Performs troubleshooting of digital drivers to print, copy and fax machines.
5. Collects and inputs data into computer and develops summary reports as needed.
6. Prepares bids, orders copy/mail room operating supplies, maintains and inventories supplies.
7. Reviews print job requests in terms of workload and time scheduling; may estimate costs and determine proper job method.
8. Binds forms, reports and similar items using liquid glue, stapling or plastic ring binding.
9. Prints reports, agendas and flyers from original copy.
10. Retrieves incoming mail from post office and prepares outgoing mail.
11. Performs shipping and receiving duties for mail/copy center area.
12. Collects, sorts and routes mail.
13. Performs courier duties and delivers interdepartmental mail to offsite locations.
14. Performs routine minor repair work and maintains equipment in efficient working order.
15. Occasionally serves as back up for Clerk.

Secondary Functions

METRO

Classification Description

1. Performs research and provides training on new equipment.
2. Performs related duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Experience

Two years of experience in the operation of various types of reproduction equipment and office administration services work and a High school diploma or G.E.D.; or any combination of experience and education which provides the applicant with the desired knowledge, skill and ability required to perform the job. Possession of a valid Oregon Driver's License.

Knowledge, Skills and Abilities

- Complex set-up, operation, maintenance and service of equipment used in copying, mailing and bindery processes
- Advanced layout techniques
- 4 color printing process
- Digital and analog formats and equipment
- Meet deadlines and coordinate production operation
- Make minor repairs and perform maintenance on equipment used in copy/mailroom center
- Plan and prioritize work
- Communicate effectively, both orally and in writing
- Provide quality customer service
- Adapt and respond to evolving technology
- Oversee and direct the work of others

SUPERVISION RECEIVED

Supervision is received from a Supervisor or Manager.

SUPERVISION EXERCISED

Oversee the work of mail/copy center staff, including establishing assignments and providing training as needed.

WORKING CONDITIONS

Position requires frequent or continuous standing, walking, stooping, fingering, talking, reaching, feeling, repetitive motions of the hands/wrists, and repetitive motions of the feet, sitting, bending, grasping, handling, and good general hearing. May also require the ability to push or pull up to 200 pounds using a hand truck and/or the ability to lift and carry up to 70 pounds.

The classification description indicates the general nature and level of work of positions

METRO Classification Description

grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.