**OFFICE OF THE STATE CONTROLLER**

DUTY STATEMENT

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| **EMPLOYEE NAME**  VACANT | **DIVISION**  Administration and Disbursements |
| **CLASSIFICATION TITLE**  Mailing Machines Operator II | **UNIT NAME - LOCATION**  Mail Operations - CBP |
| **WORKING TITLE**  MMO II | **POSITION NUMBER**  051-140-1780-031 |
|  | **EFFECTIVE DATE** |

**SECTION A: GENERAL DESCRIPTION**

With general direction provided by a Mailing Machines Supervisor I and II, use complex, multi-function equipment, and process large volumes of outgoing mail for processing by the United States Postal Service (USPS) and other mail carriers. The incumbent will be required to lift and move up to 50 lb. boxes without assistance and maneuver full mail cages, weighing approximately 1,000 lbs., through Mail Operations on a daily basis. Duties include, but are not limited to the following:

**SECTION B: ESSENTIAL FUNCTIONS**

*Candidates must have the ability to perform the following essential functions with or without reasonable accommodations*.

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| Percentage of Time Spent | Typical Task |
| 50% | Operate a variety of mailing equipment, such as complex multi-function computerized inserting machines with the ability to trim and cut documents, fold documents, insert documents into envelopes, and seal envelopes.  Follow the Control Sheet/Spool Memo specifications to ensure jobs are completed correctly and in accordance with the Job specifications. Log and track work as required using Job Cards and Log Books. Verify the beginning and ending warrant numbers against the Control Sheet/Spool Memo. Communicate with a Supervisor when discrepancies occur.  Clear jams from mailing equipment and detect material handling errors. Calibrate mailing equipment for different sizes and types of material being processed.  Perform maintenance and minor repairs. Maintain equipment and work areas in a clean, safe condition. Perform basic maintenance on mailing equipment as required which includes the following: oil equipment; blow dust off machines; keep rollers, filter jars and meters cleaned; and wipe up oil, ink and other spills as they occur. Dispose of waste in proper containers and return unused materials, tools, logs, and manuals to designated storage areas. Keep supervisor or lead informed of job processing status at end of work shift; job or work order discrepancies; machine malfunctions; or any unsafe working condition.  On a daily basis, must be able to lift and move 50 lb. boxes without assistance. Must be able to maneuver full mail cages, weighing approximately 1,000 lbs., through Mail Operations. |
| 30% | Operate the presort machine (sorter) for ZIP Code sorting and remove from bins after sort is complete. Place sorted envelopes in appropriate mail trays and quality control sorted material. Ensure trays have the correct mail tags. Secure completed mail trays on strapping machines. Operation of a desktop PC in order to prepare appropriate postage reports for electronic submission to the USPS.  Clear jams from sorter and detect material handling errors. Perform maintenance and minor repairs.  Review work orders and documentation for all jobs. Process all jobs in accordance with work order specifications, postal regulations, and established mailing schedules. Maintain quality control of work processed. Report any discrepancies in jobs, work orders, procedures, etc., to the supervisor. |
| 15% | Set up, adjust, and operate bursting, metering and pressure sealing equipment, heavy duty folders, joggers, cutters, shrink-wrap, and tying machines.  Ensure the correct postage meter and postage charge codes are used to apply postage.  Maintain proper order/sequence of material during processing.  Calibrate complex, multi-function computerized mail inserting machines. Perform sophisticated adjustments to inserting machines to ensure proper warrant multi-stuffing to prevent warrant/DDA misfeeds (possible HIPAA) and damage to mailing equipment.  Prepare, and stage materials/envelopes required for processing daily work. |
| 5% | Operate warehouse equipment (forklift, pallet jack, etc.) to transport supplies/materials, and ensure the equipment is operated safely utilizing basic safety standards and procedures per the Injury and Illness Prevention Program and certified training procedures and guidelines.  Notify supervisor immediately of any equipment malfunctions and/or damage that results from the operation of equipment.  Attend the Annual Back Safety, and Hearing Protection Training/testing, pallet jack and forklift training, and re-certify before the current cert expires. |

**SECTION C: NON-ESSENTIAL FUNCTIONS**

Overtime including evenings, nights, and weekends, may be required due to job requirements such as but not limited to the Governor’s Budget, the Legislature and contractual client obligations during peak period workloads. May act as back-up for Disbursements courier services. May act as lead when supervisor is not present.

**SECTION D: ADA REQUIREMENT**

Alternative will be provided for incumbents who are unable to perform the non-essential functions of the job because of a disability as defined by the Americans with Disabilities Act.

**SECTION E: KNOWLEDGE, SKILLS AND ABILITIES**

This is the mailing machine expert/specialist level in the series. Under general direction incumbents operate on a full-time basis the most complex multi-function machinery; may also act as a lead person.

Knowledge of: Postal regulations related to postage; types of mail; zip code sorting techniques; the operation and maintenance of mailing machines and related equipment. Knowledge of basic computer applications needed to perform the duties of the position.

Ability to: Carry out directions; learn rapidly the operating details of mailing machines and related equipment; operate, adjust and maintain equipment in good operating condition; meet deadlines; read and write at a level required for successful job performance; maintain records; and work well with others.

A mechanical aptitude and interest in machinery; neatness; orderliness; alertness; manual dexterity; a willingness to follow a prescribed routine; ability to stand for long periods of time and work in noisy surroundings, and good eyesight.

Overtime may be required due to job requirements such as but not limited to the Governor’s Budget, the Legislature and contractual client obligations during peak period workload.

**SECTION F: RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)**

Consequence for errors made by MMO II could result in:

* Delays and/or loss of funds to a state agency, state employee, or public.
* Violation of the HIPPA act.

**SECTION G: PERSONAL CONTACT**

The incumbent may have contact with all levels of SCO staff and management on a daily basis.

**SECTION H: WORK ENVIRONMENT**

The incumbent will work in a climate-controlled environment under artificial lighting around equipment/machinery with excessive noise. SCO’s Hearing Conservation Program, and OSHA, requires all employers to take steps to protect their employee’s hearing health. The criterion for PPE hearing protection is required when any individual is exposed to severe occupational noise exposure levels that reach a time-weighted average sound level of 85 decibels for eight hours or longer. All Mail Operations staff must wear a hearing plug or hearing muff, provided by the SCO, to reduce the employee’s exposure to a sound level of 80dBA or below. Incumbent will be exposed to cleaning products and chemicals that are used to clean machinery and may breathe in fumes or likely get on hands.

**SECTION I: PHYSICAL REQUIREMENTS**

Requires maintaining physical condition necessary for walking and standing for prolonged periods of time. On a daily basis, must be able to lift and move 50 lbs. Boxes without assistance. Must be able to maneuver full mail cages, weighing approximately 1,000 lbs., through Mail Operations.

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| Check the frequency of activity required of the employee to perform the job | | | | |
| Activity  (Hours per day) | Never  (0 Hours) | Occasionally  (up to 3 hours) | Frequently  (3 to 6 hours) | Constantly  (6 to 8 hours) |
| Sitting |  | X |  |  |
| Walking |  |  | X |  |
| Standing |  |  |  | X |
| Bending (neck/waist) |  |  |  | X |
| Squatting |  |  | X |  |
| Climbing |  | X |  |  |
| Kneeling |  |  | X |  |
| Crawling | X |  |  |  |
| Twisting (neck/waist) |  |  |  | X |
| Is repetitive use of hand(s) required? |  |  |  | X |
| Simple Grasping (R or L) |  |  |  | X |
| Power Grasping (R or L) |  |  |  | X |
| Fine Manipulation (R or L) |  |  |  | X |
| Pushing/Pulling (R or L) |  |  |  | X |
| Reaching (above/below shoulder level) |  |  | X |  |
| Lifting/Carrying | Frequently lift/carry up to 50 lbs., occasionally 40 feet. Must be able to maneuver full mail cages weighing approximately 1,000 lbs. through Mail Operations. | | | |

**SECTION J: SIGNATURE**

By signing this document, I acknowledge I understand all requirements and information stated above and understand the duties may be modified in accordance with the established job specifications for the class and in conjunction with office needs and have received a copy of this duty statement.

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Employee’s Signature Print Name Date

I have discussed and provided a copy of this duty statement to the employee named above.

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Supervisor’s Signature Print Name Date