

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Copying Machine Operator

CODE NO.: 39026

GRADE: 003

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Reproduce copies of printed material by processing through electro-static copy machine. Perform key operator duties on electrostatic copy machines.

ASSIGNED DUTIES:

1. Reproduce copies of drawings, photographs, manuscripts and other documents by use of an electrostatic copy machine; enlarge or reduce subject matter as required.
2. Maintain stock of required supplies in and for the various copy machines throughout the general office building.
3. Perform key operator maintenance on various copiers in the general office by cleaning copiers and adding supplies to assure copy quality necessary to the operation of departmental function.
4. Instruct employees in operating various copiers as the need arises.
5. Operate hydraulic paper cutter, paper drill, paper punch, folding machines, collators, and padding/wrapping machines as required.
6. May assist in the mailroom functions and perform other routine clerical duties as required.