



JOB DESCRIPTION

Job Title: Mailing Laser Operator – Level 2

Facility: Brooklyn Park

Department: Mailing Services

Reports to: Shift Supervisor

SUMMARY

Operates various pieces of Laser equipment that has been pre-set up. Sorts mail according to postal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Math skills to include adding, subtracting, multiplication and division.
- Ability to lift and/or move up to 50 pounds.
- Good hand-eye coordination.
- Ability to stand for extended periods.
- Load printed materials into various types of feeders.
- Monitor equipment for malfunction and perform basic manipulation to clear malfunction.
- Meet or exceed production standards set for the operation being performed.
- Understand your role in the companies' Quality Management System regarding ISO.

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 skills and/or ability required.

- High School Diploma or GED; direct mail experience.
- Ability to define problems and report directly to your Supervisor.
- ENPOINTE training certificate for Level 2. No special licenses or registration required.

Proficiency with level 1 skills and the following equipment required to hold level 2 position & 85% or better on tracking scores:

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| • Secap Tabber: | Can set up and operate on their own. |
| • Videojet 4610: | Can set up and operate on their own. |
| • Sort mail: | Can sort proficiently without help. |
| • Konica 1250p laser printer: | Needs job set up for them. |

PHYSICAL REQUIREMENTS

- Constant bending, walking, standing, operating mechanical equipment and motor vehicles.
- Frequent lifting 20-50lbs, pulling, pushing, working on a computer, kneeling and stooping.
- Occasional lifting 50+lbs, sitting, climbing stairs & Ladders.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)