



## JOB DESCRIPTION

**Job Title:** Mailing Laser Operator – Level 3

**Facility:** Brooklyn Park

**Department:** Mailing Services

**Reports to:** Mailing Services Manager

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### SUMMARY

Set-up and operates various pieces of Laser equipment. 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 3. No special licenses or registration required.

**Proficiency with level 2 skills and the following equipment required to hold level 3 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.               |
| • Konica 1250p laser printer: | Can set up and operate on their own. |

### 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)*