



JOB DESCRIPTION

Job Title: Mailing Machine Operator – Level 1

Facility: Brooklyn Park

Department: Mailing Services

Reports to: Mailing Services Manager

SUMMARY

Operates various pieces of Mailing Services equipment, some pre-set up, others can set-up on their own. Sorts mail according to postal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- 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 adjustments 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 1. No special licenses or registration required.

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

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| • Secap Tabber: | Needs job set up for them. |
| • Off-Line Sealer/Meter: | Can set up and operate on their own. |
| • Sort mail: | Can sort proficiently without help. |
| • Baum folder: | Can set up and operate on their own. |
| • Bell & Howell inserters (Non-intelligent): | Needs job set up for them. |

PHYSICAL REQUIREMENTS

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

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)