



## JOB DESCRIPTION

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

**Facility:** Brooklyn Park

**Department:** Mailing Services

**Reports to:** Mailing Services Manager

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### SUMMARY

Can set up and operate various pieces of Mailing Services equipment with very little help. 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 2. 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:**

Can set up and operate all lettershop equipment for levels 1 & 2. Needs very little help to hold this position.

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| • Pitney Bowes Flowmaster:             | Can set up and operate on their own. |
| • Bell & Howell Intelligent inserters: | Can set up and operate on their own. |
| • VideoJet 4310 inkjet:                | Can set up and operate on their own. |
| • MCS inkjet:                          | Can set up and operate on their own. |

### 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 hour 8-hour day)*

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