

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. RPMAOPRA

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Finance and Administration
4. Civil Service Position Code Description Reproduction Machines Oper-A	10. Division Department Services
5. Working Title (What the agency calls the position) Reproduction Machines Operator 7	11. Section Office Services Section
6. Name and Position Code Description of Direct Supervisor JESSIE, DERRYL J; STOREKEEPER SUPERVISOR-1	12. Unit Engineering Print Unit
7. Name and Position Code Description of Second Level Supervisor BANCROFT, KURT; REPRODUCTION MACHINES SPV-3	13. Work Location (City and Address)/Hours of Work Transportation Warehouse 7575 Crowner Dr Lansing, MI 48917 / 7:00am - 5:30pm
14. General Summary of Function/Purpose of Position This position is responsible for reproduction of Engineering copying requests utilizing networked high-speed, high-volume publishing printers to support the bid letting process. This includes the reproduction of scanned and electronic files for Michigan Department of Transportation (MDOT) bid lettings for road and bridge construction and the printing of various large format plans and other documents. The position is also responsible for the management of electronic file storage, and the distribution, storage, and inventory of departmental forms, publications, and the official State Transportation Map.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 55

Operate wide format printers and digital scanners that are high-speed and high-volume with computer interfaces and networked to the printer engines for publishing. Use electronic file management and storage applications.

Individual tasks related to the duty:

- Interpret reproduction request forms checking for correct numbering, total count, and printability and/or scan-ability.
- Meet with customers to discuss printing needs. Advise supervisor and/or customer of any errors or possible changes that may be needed.
- Load print engine with proper materials needed to run the request. Set digital scanner and print engine, to proper media, size, and format of variable enlargement or reduction as needed using Scan Station and related software.
- Inspect scanning and printing quality as the request is being processed, and make adjustments to the computer, scanner, and print engines as needed to maintain a quality finished product.
- Perform adjustments and maintenance to machines and bindery equipment and place service calls for equipment if necessary.
- Assemble finished products utilizing staplers, drill presses, stitchers, etc. Package finished products for shipment via Interdepartmental Mail, United States Postal Service (USPS), or United Parcel Service (UPS).
- Access and maintain departmental storage servers and both internal and external File Transfer Protocol (FTP) sites and servers.
- Maintain records of jobs through the workstations and the calculation of costs of jobs if requested by the customer.
- Scan and store digital prints, retrieve, transmit, send, edit, convert, download, and print electronic files using various software applications.

Duty 2

General Summary:

Percentage: 20

Perform printing of proposals and various documents on high speed, high volume, networked, (8.5x11 to 11x17) duplex copier.

Individual tasks related to the duty:

- Interpret reproduction request forms by checking for correct numbering, total count, and printability.
- Meet with customers to discuss printing needs. Advise supervisor and/or customer of any errors or possible changes that may be needed.
- Load print engine with proper materials needed to run the request.
- Access and download electronic files from various servers. Set up copier and printer software for the completion of customer requests.
- Inspect printing quality as the request is being processed, make adjustments to the computer and/or printer as needed to achieve a high-quality finished product.
- Assemble finished products utilizing staplers, drill presses, stitchers, etc.
- Package finished product for shipment, via Interdepartmental Mail, USPS, or UPS.

Duty 3

General Summary:

Percentage: 10

Stock and maintain inventory and distribute MDOT forms and construction publications. This includes the official State Transportation Map and Truckers Map, which are published yearly to internal and external customers.

Individual tasks related to the duty:

- Stock and maintain inventory of forms, maps, and publications.
- Maintain databases (e.g. inventory, mailing lists, etc.) and recommend any changes if needed.
- Assist customers with orders, answer questions, and make referrals as needed.
- Update the department web page for publications to keep it accurate.

Duty 4

General Summary:

Percentage: 10

Perform file conversion, downloading, and storage of electronic files used by MDOT and other agencies.

Individual tasks related to the duty:

- Use various software applications (e.g. Bentley ProjectWise, E-Proposal, Adobe Professional, Ghostscript, etc.) to process electronic files and ready them for printing or storage.
- Troubleshoot problems when downloading files using appropriate software applications to obtain a usable format for printing and storage of files. This needs to be completed in a timely manner to meet deadlines.
- Operate network flatbed scanner with automatic duplex document feeder for documents sized 8.5x11 to 11x17.
- Archive and transfer images to compact disk or electronic portable document format (PDF) file using Kofax imaging system and departmental software.
- Use electronic file management to maintain and update current electronic file storage systems (e.g. ProjectWise, E-Plans, etc.).

Duty 5

General Summary:

Percentage: 5

Operate UPS online software for onsite package collection and perform other duties as assigned.

Individual tasks related to the duty:

- Weigh and label packages, boxes, or other items.
- Perform data entry utilizing UPS online system.
- Run UPS tracer on lost or missing parcels using the UPS online system.
- Print reports daily and monthly or as otherwise requested by supervisor.
- Perform minor maintenance of UPS system online or by phone as required by UPS.
- Perform other duties as assigned by management.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position determines the best methods, formats, equipment usage, and databases needed to perform tasks. Uses time management practices to determine workload. Responds to Freedom of Information Act (FOIA) requests. Provides customer service, availability, and cost of materials. Whenever possible, identify recommendations and implement improvements in the work methods and materials utilized in the position. Accurate completion of duty performed. Prioritization of duties.

17. Describe the types of decisions that require the supervisor's review.

When decisions would establish new policies for the department or if potential for negative public reactions exist.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Ability to remain in a stationary position for extended periods of time with extensive use of computers and printing equipment. Must be able to transport up to 50 pounds. Position has frequent interruptions due to telephone calls, walk-in requests for printing jobs, and frequent deadlines that could result in costly delays. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position is responsible for reproduction of Engineering copying requests utilizing networked high-speed, high-volume publishing printers to support the bid letting process. This includes the reproduction of scanned and electronic files for Michigan Department of Transportation (MDOT) bid lettings for road and bridge construction and the printing of various large format plans and other documents. The position is also responsible for the management of electronic file storage, and the distribution, storage, and inventory of departmental forms, publications, and the official State Transportation Map.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

This work area is responsible for the scanning, file conversion, management, and reproduction of engineering plan sheets in support of the bidding process for bridge and road construction. It is also responsible for the storage and disbursement of forms, publications, and the official State Transportation Map, Statewide and to outside agencies. This position is responsible for producing printing requests, meeting deadlines, maintaining quality control and accurate inventory.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Reproduction Machines Operator 7

Two years of experience operating printers, including high-speed, high-volume, networked, digital, publishing printers and related equipment equivalent to a Reproduction Machines Operator, including one year equivalent to a Reproduction Machines Operator 6.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Proper storage of printing materials and supplies
- Maintaining electronic files in various printing formats
- MDOT's various forms, publications, and maps
- Various software (e.g. Bentley ProjectWise, E-Proposal, Adobe Professional, Ghostscript, etc.)

Skill in:

- Establishing priorities and organizing work
- Maintaining records
- Maintaining an inventory system

Ability to:

- Perform preventative maintenance and minor repairs on printing equipment
- Maintain quality standards
- Communicate effectively
- Work effectively with a wide range of personalities
- Work under pressure and meet deadlines
- Multitask

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

JENNIFER HADDON

5/22/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date