

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

12011-OSP

EFFECTIVE DATE:

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| DGS OFFICE OR CLIENT AGENCY Office of State Publishing | POSITION NUMBER (Agency - Unit - Class - Serial) 331-302-7330-XXX |
| UNIT NAME AND CITY LOCATED Pressroom – Sacramento – Nights | CLASS TITLE Sheetfed Offset Press Operator V |
| WORKING DAYS AND WORKING HOURS Monday through Friday 10:30 p.m. to 6:30 a.m. | SPECIFIC LOCATION ASSIGNED TO 344 North 7 th Street, Sacramento, CA 95811 |
| PROPOSED INCUMBENT (If known) | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 331-300-7329-002 |

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of an Associate Printing Plant Superintendent the incumbent, at the master journey level, is responsible for performing highly skilled work involved in the operation and maintenance of a large six-color sheetfed offset press, acting as a lead press operator over a second operator and press crew, or act as a lead person over multiple operators and press crews.

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| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary) |
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| 35% | <p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>The performance of the duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), Office of State Publishing (OSP) operations manual, directives of the Government Code, CA Code of Regulations and the State Administrative Manual.</p> <p>SPECIAL REQUIREMENT <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to lead and direct the operation of a large six-color sheetfed offset press in accordance with OSP policy and procedures:</p> <ul style="list-style-type: none"> Manually set-up and make visual adjustments. Follow the customer's requirements to produce a quality printed product by conforming to the mandates of the Legislature and at the request of state agencies such as Secretary of State, Franchise Tax Board and the Department of Motor Vehicles. Responsible for initial and ongoing quantity produced. Maintain fountain solutions. Put ink into fountains; operate feeder and delivery; analyze printing ink/paper/equipment relationships to identify printing problems and make adjustments and or corrections in a timely manner; distinguish color, shades, tints, and density variations to produce a quality product. Keeping waste to a minimum. Lead and direct assistants as changes or variables warrant, or act as a lead person over multiple operators and press crews. Perform highly skilled work involved in caring for and operating a large six-color sheetfed offset press. |
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

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| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

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| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
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| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i> |
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| 25% | <p>Essential Functions (continued)</p> <p>In order to provide oversight and to assure ongoing quality of the printed product and customer satisfaction per OSP procedures and the customer's contract:</p> <ul style="list-style-type: none"> • Responsible for initial and ongoing quality of performance. • Maintain register throughout job. • Check printed product for correct color and consistency (Too much or not enough ink, water/ink scumming, ink set off, position of printed image, broken/missing/smudged image, wrinkles, etc). |
| 20% | <p>In order for the press to be changed from one job to the next the incumbent follows prescribed OSP procedures:</p> <ul style="list-style-type: none"> • Responsible for Multi-Color Press Make Ready by performing a series of operations using manual or auto set-up and visual oversight. • Install and properly pack offset blankets and plates. Install and properly set ink and water rollers; wash up printing units as needed; fill ink reservoirs as needed; setup and adjust the feeder unit and side guide; setup, adjust, and maintain a continuous running delivery. Setup and adjust coating, drying, and powder units; mix and set fountain solutions; enter into perfecting and back to non-perfecting modes; check and set grippers; adjust plates and blankets to properly fit images distinguish colors, shades, and tints. • Determine if image is laid out correctly to obtain desired finished results; adjust ink and water in a balance to obtain a match of the customer's proof or to the customer's satisfaction. • Represent and effectively communicate in a professional manner with customers and OSP planners. |
| 10% | <p>In order to verify that the information meets the customer and equipment specifications following OSP guidelines:</p> <ul style="list-style-type: none"> • Review and analyze Job Orders (tickets). • Review the printed product for accurate measurements by verifying that the printed product meets the job ticket/customer instructions and is on time and within budget. • Ensure all supplies and materials which will be needed for the press jobs are readily available before pursuing the next job. • Look ahead to keep efficiency at a maximum and also to foresee any future problems that might occur. • Prepare the press team and work area for end of shift hand-off. Communicate with incoming shift regarding any press or printing concerns, and maintain good housekeeping procedures. |
| 5% | <p>In order to ensure that the employees will be knowledgeable in the operation and maintenance of sheetfed presses and related equipment following OSP policy and procedures:</p> <ul style="list-style-type: none"> • Train and instruct crewmembers in the operation. • Promote teamwork with press team members while assigning specific tasks. • Assist in the evaluation of co-workers. • Oversee the press team and work area for end of shift hand-off. • Communicate with incoming shift regarding any press or printing concerns. • Maintain a maintenance program to provide a high quality printing press. |
| 5% | <p>MARGINAL FUNCTIONS</p> <p>In order to keep the press functioning properly, when directed or necessary, following OSP procedures: Required to perform or oversee these preventative maintenance duties.</p> <ul style="list-style-type: none"> • Grease and oil press and related equipment and report major repairs that are needed. • Mix and match inks and additives. Use a scale and math equations for ink formulas. • Walk 100 feet carrying ink buckets exerting up to 50 pounds of force. • Operate the forklift. <p>Follow Up:</p> <p>In order to keep waste accumulation area clean and orderly following OSP procedures:</p> <ul style="list-style-type: none"> • Acquire and label waste containers. • Maintain sufficient quantities of spill cleanup materials in the waste accumulation area or close by. • Maintain appropriate safety equipment nearby and in good condition. • Initiate action to have full waste containers removed from the area. |

DUTY STATEMENT

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| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i> |
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| | <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Basic lithography, single unit press and its functions including delivery systems, dampening system, feeding system, inking system, and printing system; basic printing process (e.g., electrostatic, photochemical, and produced image); pre-press (imaging) and finishing processes; printing instruments and tools; use and care of blankets, rollers, and offset plates and their installations on presses; types of fountain solutions on sheetfed presses using a lithograph process; safety requirements applied in the operation of printing equipment and industrial workplace safety practices. Printing solvents and additives; print stock weights, textures, and finishes; types and uses of printing inks. The operation of multi-color sheetfed press; color and register control systems; four-color process work; types and uses of spot varnishes. The operation and maintenance of a large sheetfed offset press; lead person principles. The operation and maintenance of a large multiunit sheetfed offset press</p> <p>Ability to: Perform basic math calculations; take accurate measurements needed for effective job performance; perform mechanical tasks needed to operate equipment; communicate effectively; follow oral and written instructions to assure quality and quantity of production; make minor mechanical adjustments and repairs; maintain proper fountain solutions; maintain satisfactory personal relations with other workers; willingness to work under noisy conditions; willingness to work various shifts; understand and follow basic safety and environmental regulations and practices; stand for long periods of time; move and/or lift up to 50 pounds. Operate a multiunit press; operate an envelop press; maintain registration between printing units; mix and match colors; produce a printing plate; may shoot and lay out negatives and half-tones. Operate a small sheetfed offset press including perfecting units and powdering units; perform four-color process printing; dot- to-dot registration; trap colors; spot varnish; print large solids; pack the blanket and/or plate cylinder to register colors between units; print duotones and full reverses; convert from single-sided to two-sided printing and return. Lead and instruct the work of a press crew; coordinate the activities of a press crew; operate a large sheetfed press; make adjustments on all sheetfed offset press equipment and do minor repairs.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Mechanical aptitude. • Equivalent to a twelfth grade education. • Flexibility to adapt to changing work priorities. • Work in a noisy environment; willingness to work nights and overtime. • Interact effectively and courteously with all levels of personnel, customers, vendors, and other parties. • Vision sufficient to perform the essential functions of the job. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Interact effectively and communicate in a clear, concise manner with all levels of in-house and business associates. • Required to read and write English, and use basic math. • Understand and follow DGS, OSP office rules, policies, procedures and regulations. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Expectations:</p> <ul style="list-style-type: none"> • Requires working in a large, dusty industrial facility. • Ability to work all shifts (day, evening or night). • Appropriate dress according to work environment. • Overtime is required on a fairly frequent basis (daily, weekends, and holidays). • Overtime may be required due to job requirements such as but not limited to the Governor's Budget, the Legislature and contractual client obligations during peak period workloads. |

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| | <p>Physical Abilities:</p> <ul style="list-style-type: none"> • Ability to stand, walk, climbs, pull, bend and stooping. • Exert up to 50 pounds of force occasionally to move pressroom supplies. • Occasionally require fine motor skills/dexterity to perform fine hand manipulation. • Occasionally require heavy hand manipulation. • Ability to identify and distinguish color. <p>Mental Abilities:</p> <ul style="list-style-type: none"> • Required to work under potentially stressful conditions and deadlines. • Must be able to maintain performance. <p>Safety: Follow all OSP safety rules and procedures. Promote safe work practices and a safe working environment for all employees.</p> <ul style="list-style-type: none"> • Incumbent will follow Hazmat/Volatile Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 and 410 documentations. • Do not attempt to operate equipment, use tools, materials or perform a new task until the associated safety hazards and methods to protect yourself have been explained to you. • Never alter or modify original tools or equipment. • Make sure you know how to properly use and take care of any required protective equipment and use your equipment when it is required. • Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all times. • If you see a safety hazard inform your co-workers, and notify your supervisor immediately; "close calls" or "near misses" are accidents that almost injure someone including you. |

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EFFECTIVE DATE:

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| DGS OFFICE OR CLIENT AGENCY Office of State Publishing | POSITION NUMBER (Agency - Unit - Class - Serial) 331-302-7329-XXX |
| UNIT NAME AND CITY LOCATED Pressroom – Sacramento - | CLASS TITLE Sheetfed Offset Press Operator IV |
| WORKING DAYS AND WORKING HOURS Monday through Friday 6:30 a.m. to 2:30 p.m. | SPECIFIC LOCATION ASSIGNED TO 344 North 7 th Street, Sacramento, CA 95811 |
| PROPOSED INCUMBENT (If known) | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 331-300-7329-002 |

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of an Associate Printing Plant Superintendent, the incumbent, at the advanced journey level, is responsible for performing skilled work involved in the operation and maintenance of a large six-color process sheetfed press, and will act as a lead person over a press assistant.

| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary) |
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| 35% | <p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>The performance of the duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), Office of State Publishing (OSP) operations manual, directives of the Government Code, CA Code of Regulations and the State Administrative Manual.</p> <p>SPECIAL REQUIREMENT <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to lead and direct the productivity in the operation of a large sheetfed offset press by manual set-up and visual adjustments following the customer's requirements in accordance with OSP policy and procedures:</p> <ul style="list-style-type: none"> Produce a quality printed product conforming to the mandates of the Legislature and at the request of state agencies such as Secretary of State, Franchise Tax Board and the Department of Motor Vehicles. Responsible for initial and on-going quantity produced by maintaining fountain solutions and putting ink into fountains. Analyze printing ink/paper/equipment relationships to identify printing problems and make adjustments and or corrections in a timely manner. Distinguish color, shades, tints, and density variations to produce a quality product. Keep waste to a minimum. Lead and direct assistants as changes or variables warrant by acting as the lead person over multiple operators and press crews. Perform highly skilled work involved in caring for and operating a large six-color process sheetfed offset press. |

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

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| 35% | <p>Essential Functions (continued)</p> <p>In order to maintain quality control and provide oversight to assure ongoing quality of the printed product and customer satisfaction per OSP procedures and the customer's contract:</p> <ul style="list-style-type: none"> • Responsible for initial and on-going quality of performance by maintaining register throughout the job. • Check printed product for correct color and consistency (Too much or not enough ink, water/ink scumming, ink set off, position of printed image, broken/missing/smudged image, wrinkles, etc). |
| 10% | <p>In order for the press to be changed from one job to the next following prescribed OSP procedures:</p> <ul style="list-style-type: none"> • Incumbent is responsible for Multi-Color Press Make Ready by performing a series of operations using manual set-up and oversight. • Install and properly pack offset blankets and plates. • Install and properly set ink and water rollers. • Wash up printing units as needed. Fill ink reservoirs as needed. • Setup and adjust the feeder unit and side guide. Setup, adjust, and maintain a continuous running delivery. • Setup and adjust coating, drying, and powder units. • Mix and set fountain solutions. • Enter into perfecting and back to non-perfecting modes. Check and set grippers. • Adjust plates and blankets to properly fit images. • Distinguish colors, shades, and tints. • Determine if image is laid out correctly to obtain desired finished results. • Adjust ink and water in a balance to obtain a match of the customer's proof or to the customer's satisfaction. • Represent OSP and effectively communicate with customers and planners in a professional manner. |
| 5% | <p>In order to plan, organize, review and analyze Job Orders (tickets) to verify that the information meets the customer and equipment specifications following all OSP directives and operation guidelines:</p> <ul style="list-style-type: none"> • Review the printed product for accurate measurements to verify that the printed product meets the job ticket/customer instructions and is on time and within budget. • Ensure all supplies and materials which will be needed for the press jobs are readily available before pursuing the next job. • Look ahead to keep efficiency at a maximum by foreseeing any future problems that might occur. • Oversee and prepare the press team and work area for end of shift hand-off. • Communicate with incoming shift regarding any press or printing concerns; maintain good housekeeping procedures. |
| 5% | <p>In order to train and instruct crewmembers in the operation so that all employees will be knowledgeable in the operation and maintenance of Sheetfed presses and related equipment following OSP policy and procedures:</p> <ul style="list-style-type: none"> • Promote teamwork with press team members by assigning specific tasks. • Assist in the evaluation of co-workers. |
| 5% | <p>In order to keep the press functioning properly the incumbent will be required to perform or oversee manual and physical duties when directed or necessary:</p> <ul style="list-style-type: none"> • Preventative Maintenance: Grease and oil press and related equipment. Verbally and in writing report needed major repairs. • Mix and match inks and additives. Using scale and math equations for ink formulas. • Walk carrying ink buckets 100 feet exerting up to 50 pounds of force. • Operate forklift. |
| 5% | <p>MARGINAL FUNCTIONS</p> <p>In order to keep the waste accumulation area clean and orderly according to OSP policy and requirements:</p> <ul style="list-style-type: none"> • Acquire and label waste containers. • Maintain sufficient quantities of spill cleanup materials in the waste accumulation area or close-by. Maintain appropriate safety equipment nearby and in good condition. • Initiate action to have full waste containers removed from the area. |

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| | <p>Marginal Functions (continued)</p> <p>Overtime may be required due to job requirements such as but not limited to the Governor's Budget, the Legislature and contractual client obligations during peak period workloads.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Basic lithography, single unit press and its functions including delivery systems, dampening system, feeding system, inking system, and printing system; basic printing process (e.g., electrostatic, photochemical, and produced image); pre-press (imaging) and finishing processes; printing instruments and tools; use and care of blankets, rollers, and offset plates and their installations on presses; types of fountain solutions on sheetfed presses using a lithograph process; safety requirements applied in the operation of printing equipment and industrial workplace safety practices.</p> <ul style="list-style-type: none"> - Printing solvents and additives; print stock weights, textures, and finishes; types and the uses of printing inks. - The operation of multi-color sheetfed press; color and register control systems; four-color process work; types and uses of spot varnishes. - The operation and maintenance of a large sheetfed offset press; leadperson principles. <p>Ability to: Perform basic math calculations; take accurate measurements needed for effective job performance; perform mechanical tasks needed to operate equipment; communicate effectively; follow oral and written instructions to assure quality and quantity of production; make minor mechanical adjustments and repairs; maintain proper fountain solutions; maintain satisfactory personal relations with other workers; willingness to work under noisy conditions; willingness to work various shifts; understand and follow basic safety and environmental regulations and practices; stand for long periods of time; move and/or lift up to 50 pounds.</p> <ul style="list-style-type: none"> - Operate a multiunit press; operate an envelope press; maintain registration between printing units; mix and match colors; produce a printing plate; may shoot and lay out negatives and half-tones. - Operate a small sheetfed offset press including perfecting units and powdering units; perform four-color process printing; dot- to-dot registration; trap colors; spot varnish; print large solids; pack the blanket and/or plate cylinder to register colors between units; print duotones and full reverses; convert from single-sided to two-sided printing and return. - lead and instruct the work of a press crew; coordinate the activities of a press crew; operate a large sheetfed press; make adjustments on all sheetfed offset press equipment and do minor repairs. <p>ADDITIONAL DESIRABLE QUALIFICATION</p> <ul style="list-style-type: none"> • Education equivalent to completion of the twelfth grade. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Flexibility to adapt to changing work priorities. • Work in a noisy environment; willingness to work nights and overtime. • Interact effectively and courteously with all levels of personnel, customers, vendors, and other parties. • Vision sufficient to perform the essential functions of the job. <p>DESIRABLE QUALIFICATIONS</p> <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Mechanical aptitude. • Requires overtime on a fairly frequent basis (overtime daily, weekends, and holidays). • Required to read and write English, and use basic math. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Interact effectively and communicate in a clear, concise manner with all levels of OSP and business associates. • The ability to work as a team member with co-workers and management. • Understand and follow DGS, OSP office rules, policies, procedures and regulations. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Expectations:</p> <ul style="list-style-type: none"> • Be at your respective workstation ready for work at the starting time of your shift. • Return on time to your respective work station ready to work after breaks and lunch. • Can require working any of the three shifts (day, evening or night) when requested by the OSP supervisor. • Required to work in a large and dusty industrial facility. |

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| | <p>Physical:</p> <ul style="list-style-type: none"> • Ability to stand and walks, climbs, pull, bend and stooping. • Exert up to 50 pounds of force occasionally and carry/move objects. • Requires near and far vision acuity and the ability to identify and distinguish colors. • Occasionally requires fine motor skills/dexterity to perform fine hand manipulation. • Occasionally requires heavy hand manipulation. <p>Mental:</p> <ul style="list-style-type: none"> • Requires working under potentially stressful conditions and deadlines. • Must be able to maintain performance under stress. <p>Safety: Follow all OSP safety rules and procedures:</p> <ul style="list-style-type: none"> • Promote safe work practices by all employees. Promote a safe working environment for all employees. • Incumbent will follow Hazmat/Volatile Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation. • Do not attempt to operate equipment, use a tool or materials until you have been trained and authorized. Do not perform a new task until the associated safety hazards and methods to protect yourself have been explained to you. • Never alter or modify original tools or equipment. Make sure you know how to properly use and take care of any required protective equipment. Make sure you use your equipment when it is required. • Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all times. • If you see a safety hazard, inform your co-workers, and notify your supervisor immediately. "Close calls" or "near misses" will be reported to your supervisor; close calls and near misses are accidents that almost injured someone including you. |