

LABEL MACHINE OPERATOR, MH-04

FUNCTIONAL PURPOSE

Operates various machines to print labels and facing slips required in mail distribution operations of post offices, terminals and airport mail facilities or operates photo composing, photocopying and multilith machines, and performs related work in preparing case labels.

DUTIES AND RESPONSIBILITIES

1. Sets up and operates printing machines, adjusting for either labels or facing slips and for differing size and weight of stock.
2. Prepares stencils on stencil-cutting machines, spacing and lining type for proper placement, and using stylus to draw lines and special symbols to be reproduced on labels and facing slips by printing machines.
3. Prepares metal plates on graphotype, cutting, bending, shaping and affixing metal stock to printing arms.
4. Participates in the preparation of headliner case labels, as directed, by performing such functions as operating photo composing, photocopying and multilith machines; cutting film into strips and cementing strips on mats; spraying reproduced sheets, and cutting labels.
5. Cleans, oils, and adjusts machines to maintain them in proper working order.
6. Packs completed labels and facing slips for delivery; receives and stores supplies of paper stock; maintains schedule of pickup and delivery.

SUPERVISION

Supervisor in the label printing center or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

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STD, POSITION DESCRIPTION

U. S. Postal Service

LABEL MACHINE OPERATOR, MH-04

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KEY POSITION REFERENCE

KP-0007

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