



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 551.8

Job Title: **SENIOR IMAGING TECHNICIAN**

Pay Grade: 13

### **GENERAL SUMMARY:**

Schedules, assigns and reviews work of Imaging Technicians in the operation of duplicating machines and/or imaging equipment to duplicate and/or electronically store documents.

### **RESPONSIBILITIES:**

- Schedules, assigns, trains and leads Imaging Technicians in the operation of duplicating machines and/or imaging equipment to duplicate documents.
- Types and proofreads documents for duplication and/or imaging and performs other clerical duties.
- Maintains and requisitions paper stock, inks, small parts for machines and other duplicating supplies.
- Operates duplicating machines and/or imaging equipment to duplicate documents.
- Responds to phone inquiries on the status and to request duplication/imaging jobs.
- Prepares reports, records and logs on duplication/imaging assignments.
- May operate simple bindery equipment, such as collators and staplers.
- May clean, lubricate and perform preventive maintenance on equipment.
- May occasionally be assigned other duties to meet technological changes as needed.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED.

#### **EXPERIENCE:**

One year of duplication/imaging related experience is required.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Imaging Technician  
Senior Imaging Technician

*Effective Date: October 1990*

*Revised Date: August 2001*