



## Insertter Operator III

**Title: Insertter Operator III**

**Job Classification: Hourly, Non-exempt**

**Department: Lettershop Production**

**Reports To: Shift Supervisor and Manager Mailing Operations**

**General purpose of Job:** Proficiently setup, run & perform general maintenance on inserting equipment

### **Essential Duties & Responsibilities:**

- Read & understand job instructions in the form of work tickets
- Know, follow & teach Letter Shop's Standard Operating Procedures
- Able to operate all inserting equipment properly & safely
- Responsible for the quality and quantity of each assigned job
- Act as team leader for their machine's assigned workers (sorter/bagger and/or temps), responsible for correct, accurate & quality outcome of all tasks on their machine. Immediately report any production issues to shift supervisor.
- Performs efficient & correct set up on any inserter
- Ability to sort & containerize all classes of mail
- Trained on training other employees on setup, operating & mail sorting
- Able to read & understand all associated forms & paperwork
- Act as a source of experience & knowledge to others for inserting issues or questions.
- Able & willing to rotate to any position on the machine to facilitate training of lesser-experienced operators.
- Keep production areas clean at all times
- Any other duties assigned by supervisor

**Performance Measurement:** Performance feedback will take place both verbally and written on a day-to-day as needed basis, recognition in monthly employee recognition meetings, formal training on changes in SOP as needed with a formal review by the supervisor at least annually

### **Education and/or Experience:**

High school diploma or GED; 3-5 years of progressive Insertter experience.

### **Language Skills:**

Ability to read and interpret documents such as trade journals and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with managers and employees of organization.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to manage time and prioritize tasks in order to complete a variety of different tasks in a given time.



**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measurement and weight, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

**Physical Demands:**

Standing or walking most of the day, may climb, balance, stoop, kneel, crouch or crawl. Regularly lift up to 25 pounds, often lift up to 40 lbs and rarely up to 70 lbs. Constant use of hands and arms. Regularly reach with hands and arms, including reaching above shoulder level (Lifting/reaching above shoulder level would seldom be more than 5-10 pounds). Vision requirements are close vision, distance vision, peripheral vision, & ability to focus.

**Work Environment:** Work near moving mechanical parts, fumes & air borne particles, risk of electrical shock, and exposure to toxic chemicals. The noise level is moderate to loud.

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Employee Printed Name

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Signature & Date