

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Salvage Machine Operator

**SERIES NO.:**

1243

**MAJOR AGENCIES:**

Public Safety, Job &amp; Family Services

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the salvage machine operator occupation is to operate & maintain plate chopper & shredder equipment in order to destruct license plates, validation stickers, documents &/or printouts.

**CLASS TITLE:**

Salvage Machine Operator

**CLASS NUMBER:**

12431

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires some knowledge of plate chopper & shredder equipment in order to operate, maintain & repair equipment which destructs license plates, validation stickers, documents &/or printouts.

<b>CLASS TITLE:</b> Salvage Machine Operator	<b>CLASS NUMBER:</b> 12431	<b>BARGAINING UNIT:</b> 09
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Operates plate chopper to destruct license plates (e.g., arranges & assists in moving plates to processing area, operates machine, feeds plates through & removes processed materials when finished), operates shredder to destruct validation stickers, driver's licenses, vehicle registration applications & temporary tags (e.g., feeds materials through & disposes of processed materials), OR operates paper shredder to destroy documents (e.g., obsolete case files, personnel files, payroll records, legal files, medical claim files, child support enforcement files, general correspondence, fiscal files) in accordance with agency records retention/destruction program & clears machines of any jams.

Conducts material audit on returned merchandise from deputy registrars which entails identifying & separating materials by item code/BMV numbers, material type (i.e., paper versus metal) & accountability (i.e., blank driver's license or temporary tags which are items with street value, or against routine report or document which have no street value).

Checks & makes minor repairs & adjustments on plate chopper & shredder & lubricates equipment; bales shredded paper for shipment to recycling center.

Handles & separates materials during check-in & preparation for processing; maintains cleanliness of machines & general work area.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency audit & retention/ destruction procedures concerning agency materials\*; addition, subtraction, multiplication & division. Skill in operation, maintenance & repair of plate chopper & shredder\*. Ability to understand mechanical procedures; complete routine forms & records; work alone; check pairs of items that are similar or dissimilar.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.