

PRINTING EQUIPMENT OPERATOR 1

Job Code	Pay Grade
18640	CL8

Nature of Work

This is skilled work operating a wide variety of duplicating and printing machines and associated peripheral equipment. Employees in this class are responsible for producing quality copies of numerous official documents for public and private use. Work is of a project nature and employees are expected to perform all related tasks required from order start to completion.

Minimum Qualification Requirements

- 1 year of experience in the operation and maintenance of printing and bindery equipment; or
- An equivalent combination of education, training and/or experience.

Illustrative Tasks (These are examples and are not all inclusive.)

- Sets up, operates and adjusts various offset printing, duplicators, collators, copiers and related equipment.
- Maintains solution levels in machines.
- Maintain adequate inventory of all supplies.
- Performs darkroom duties such as striping, camera work and metal plates.
- Performs routine cleaning and maintenance of equipment.
- Maintains work record of jobs completed and distributed, materials depleted, and costs.
- Responds to routine and technical customer questions.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the processes, methods and equipment used in printing and duplicating.
- Knowledge of paper, card stocks and ink qualities, grades and uses.
- Knowledge of photographic process.
- Skill in various printing related techniques and activities.
- Ability to operate duplicating, printing, and bindery equipment.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Skilled Craftsmen	Classified