

PRINTING EQUIPMENT OPERATOR 2

Job Code	Pay Grade
18650	CL10

Nature of Work

This is advanced skilled technical work in the set up and operation of a wide variety of, single to multicolor printing machines, electronic prepress and peripheral equipment.

Employees in this class are responsible for producing quality copies of numerous official documents and publications for public and private use. This class differs from Printing Equipment Operator I in that there is greater variety of applications as well as more complex technical printing operations to resolve and duties may involve lead worker responsibility.

Minimum Qualification Requirements

- 2 years of experience in the operation and maintenance of multi color printing, electronic prepress, 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, adjust and operate offset printing presses, specializing in Direct image Process color and specially mixed inks.
- Sets up, adjust and operate advanced copiers, binding, and numbering equipment.
- Acts as lead printer on large projects.
- Actively participates in the training of new staff members and the training of current staff members on new equipment and procedures
- Cleans and performs necessary repairs and maintenance on all assigned equipment.
- Prepares solutions and fills machines.
- Orders and maintains proper inventory of all supplies.
- Performs Prepress duties such as stripping, metal plate developing, scanning, and digital plate processing.
- Maintains records of work performed, work distributed, materials and costs.
- Assists customers by answering inquires and phone calls.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the processes, methods and equipment used in printing, duplicating, binding and finishing.
- Knowledge of 4 color process printing.
- Knowledge of qualities, grades and uses of paper, card stocks and inks.
- Knowledge of photographic processing and Digital plate making.
- Ability to operate multicolor printing equipment and bindery equipment.
- Ability to organize work and to estimate time and materials required.
- Ability to operate a Desktop computer.
- Ability to work closely with and train co-workers.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Skilled Craftsmen	Classified