

DESCRIPTION: Under general supervision; performs skilled printing work within an employing agency's print shop. Operates a wide variety of print shop equipment such as lithographic, offset press, and bindery equipment; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second full performance classification level of the Printing Technician class series. Positions at this level operate a wide variety of printing and reproduction machinery and associated equipment typically in a centralized printing-duplication shop. The work performed on a regular basis involves both batch and specialized production of various materials such as documents, standardized forms, illustrations and other graphic materials such as drawings, plans, maps, or charts, and reports or other bounded material. Products are reproduced under strict timeframes and may require packaging and shipping of the products. Records and archives of products prepared are maintained in electronic and/or hardcopy files.

Positions at this level focus on standard printing and reproduction jobs, where positions at upper levels also perform highly skilled printing and reproduction work and either administrative or lead worker responsibilities.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Operates sheet fed offset presses to produce printed impressions including four-color process work.

Operates other reproduction/duplication machinery and associated binding, packaging, and shipping equipment.

Performs masking and stripping of photographic negatives.

Exposes and develops paper and aluminum printing plates of simple, complex and precision nature.

Operates and maintains photo direct cameras.

Orders and stores/maintains supplies and paper for the print shop.

Performs routine maintenance of and minor repairs on print shop machinery and related equipment.

Completes work forms and logs; maintains electronic databases and hard copy files of products reproduced.

Trains and guides co-workers in new equipment and processes and in work techniques and standards.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and techniques of offset printing presses and other print shop equipment such as bindery and lithographic equipment; basic maintenance requirements of press and related equipment; materials used in the printing process such as oil and rubber base inks, varnishes, reducers and dryers; supplies used in the printing process such as various weights, types, and uses of paper.

Skill in: using offset presses, bindery, and photo lab equipment.

Ability to: produce high quality printed impressions; perform routine maintenance and make minor repairs to print shop equipment; process color printing work; work under time pressure and meet critical deadlines; establish and maintain work relationships with those contacted using good customer service practices; access and use layouts and graphics via computerized equipment; learn new reproduction technologies and applications.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Coursework, training, or experience in operating standard office or reproduction/duplication equipment and machinery.

SPECIAL NOTES:

Positions require standing for extended periods, bending and crouching, reaching for and handling materials, and moving up to 50 pounds. Noise level of the work environment may be loud. Exposure to equipment with moving mechanical parts is likely.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).