

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0 0 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION General Services Division
	UNIT OR OFFICE State Printing

POSITION CONTROL NUMBER 13526.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Printing Machine Operator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 13504.0 Printing Machine Supervisor	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 7:30 am to 4:30 pm			Page 1 of 1
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
80	Operates offset printing equipment to produce high quality and specialized printed material, (e.g., A.B. Dick Century 3000, A.B. Dick 9910 two color, Hamada 2+2, Halms Jet Envelope Press, A.B. Dick Optical Platemaker/Platesetter.) May also operate a variety of high speed duplicating equipment as required.	Knowledge of (10) safety practices. Skill in (29) operation of equipment required by assignment.* Ability to (30e) carry out instructions in written, oral or picture form; (31c) comprehend and record figures accurately; (32b) recognize safety warnings; (32f) comprehend short sentences with basic, concrete vocabulary; (35d) demonstrate strength to move (e.g., push, pull or otherwise move) objects up to 50 lbs. from one location to another.		
10	Operates related prepress and bindery equipment to complete printing projects (e.g., folders, paper cutters, drills, stitchers, booklet makers, shrinkwrapper, offline binders, padders, offline collators, GBC Twinloop Binder DPM 2340 platemaker, AB Dick Optical Platemaker and Platesetter.)	Knowledge of 10. Skill in 29. Ability to 30e, 31c, 32b, 32f, 35d.		
5	Maintain production reports, moves printing supplies and paper, stocks shelves, cleans and maintains equipment, maintains work area. Performs related technical and clerical duties as required. Lifts, pulls, pushes & otherwise moves printed materials weighing up to 50 lbs. onto flatbed or two-wheel carts for delivery to customers.	Knowledge of 10. Ability to 30e, 31c, 32b, 35d, (32k) complete routine forms.		
5	Answers routine inquiries regarding production of printed materials or preparation of printing specifications. Performs related duties as required.	Ability to 32f. *developed after employment		
List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 09-11-02	

Apd 10-4-02 CB

CLASS TITLE
 Printing Machine Operator

 CLASS NUMBER
 52731