

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing

POSITION CONTROL NUMBER
13530.0

CLASS TITLE
Printing Machine Operator

CLASS NUMBER
52731

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Printing Machine Operator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
13504.0 Print Machine Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 am to 4:30 pm

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	<p>Operates a variety of high speed duplicating equipment to produce high quality & specialized printed materials (e.g., Xerox 5390, Xerox 5690, Xerox Docucolor 30, Xerox Docucolor 12, Canon CLC 5000, Docucolor 2060). Operates Digipath software system and network printers (e.g., Xerox 6100, 6180). Operates bindery equipment to finish printed materials (e.g., folders, paper cutters, drills, stitchers, booklet makers, shrinkwrapper, offline binders, padders, offline collators, GBC Twinloop Binder). Works with Digipath software for transferring electronic files to printers connected to the network. Prepares PDF files with Adobe software when necessary. Works with Microsoft Office Suite & other related software programs for the use of digital printing (e.g., PageMaker, Quark Express, Corel Word, Freehand and other related software programs). Lifts, pulls, pushes & otherwise moves printed materials weighing up to 50 lbs. onto flatbed or two-wheel carts for delivery to customers. Coordinates pick up and delivery of jobs with delivery drivers. Stocks shelves, cleans and maintains equipment.</p>	<p>Knowledge of (1) safety practices. Skill in (2) operation of equipment required by assignment; * (3) operation of personal computer using Microsoft Office Suite, Adobe software*, PageMaker,* Quark Express,* Corel Word,* Freehand Ability to (4) carry out instructions in written, oral or picture form; (5) recognize safety warnings; (6) answer routine inquiries regarding the use and transfer of electronic printed files; (7) cooperate with co-workers on group projects; (8) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.</p>
30	<p>Enters printing job information into Avanti system. Processes business card orders and on line forms' orders. Maintains production reports for monthly billing. Creates manual invoices for direct billing. Processes billing corrections. Logs data into Excel spreadsheets for further breakdown of monthly production reports. Answers routine questions for customers to help expedite jobs. Converses with other copy centers daily to help expedite location of jobs for printing. Supplies supervisor with data reports when requested. Works with Outlook for e-mailing correspondence about timesheets. Enters data into timekeeping system for copy center employees. Greets customers and answers routine printing order questions. Performs related duties as required.</p>	<p>Skill in 3, (9) operation of computer using (e.g., Excel,* Outlook,* Avanti*). Ability to 7, (10) complete routine forms; (11) maintain accurate records & reports; (12) listen & communicate customers' needs.</p>

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hickman 10-27-04

apd 11-9-04