100-100R

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105770

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| General Services Division | State Printing & Mail Services | Franklin |

POSITION NUMBER 20005577

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION: Printing Machine Operator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006536 Computer Operations Supervisor 1

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 09

Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 12:00 AM TO: 8:30 AM **(Part-Time)** (Report in location subject to change)

JOB CODE TITLE: Printing Machine Operator

JOB CODE: 52731

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 50 | Operates & monitors variety of high speed cut sheet & continuous feed printers, black & white & color duplicating equipment & offset printing presses to produce high quality & specialized printed materials (e.g., Xerox , Konica Minolta, Canon , Kodak, Oce'): operates various printing software systems for transferring & manipulation of output production for desktop & network printing; prepares PDF files; works with Microsoft Office Suite & other related software programs for use in digital printing (e.g., PageMaker, Quark Express, Corel Word, Freehand, Indesign, Printshop Mail, & other related software programs); 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); cleans & performs routine minor maintenance on printers & peripheral equipment; operates document scanning equipment & uses various software programs to index scanned documents into digital files. | Knowledge of (1) safety practices; (2) JES3/MVS messaging.<br>Skill in (3) operation of equipment required by assignment; (4) operation of personal computer & associated hardware/software (e.g., Microsoft Office, Adobe software, PageMaker, Quark Express, Corel Word, Freehand, Indesign, Printshop Mail).<br>Ability to (5) carry out instructions in written, oral or picture form; (6) recognize safety warnings; (7) answer routine inquiries regarding use & transfer of electronic printed files; (8) cooperate with co-workers on group projects. |
| 30 | Loads/unloads vehicles, picks up/delivers copy center printed materials to & from customers & maintains warehouse: lifts, pulls, pushes & otherwise moves printed materials in containers weighing up to 50 lbs. each onto flatbed or two-wheel cart (i.e., may require extensive walking & operation of state owned delivery van in accordance with DAS Directive 06-14); coordinates pick up & delivery of jobs with customers; stocks shelves; maintains accurate & up-to-date inventory of all supplies & warehouse items; ensures stock has been properly acclimatized prior to use. | Knowledge of 1, (9) inventory control.<br>Skill in 2<br>Ability to 5, 6, (10) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.; (11) obtain & maintain valid driver's license. |
| 20 | Performs clerical support functions: 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 Microsoft Outlook for e-mailing correspondence to other copy center personnel; may be required to work in satellite centers; performs other related duties as required. | Skill in 4 (e.g., Excel, Outlook).<br>Ability to 8, (12) complete routine forms; (13) maintain accurate records & reports; (14) listen & communicate customers' needs.<br><br>*developed after employment |

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 1/3/12

Appl 1.3.12 [illegible]