POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105740

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

POSITION NUMBER 20005599

JOB TITLE Printing Machine Operator

JOB CODE 52731

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Printing Machine Operator	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 07 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30AM TO: 4:30PM Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Operates variety of high speed black & white & color duplicating equipment & offset printing presses to produce high quality & specialized printed materials (e.g., Xerox , Konica Minolta , Canon , Kodak): operates various printing software systems for transferring electronic files to printers connected to network; prepares PDF files with Adobe software when necessary; works with Microsoft Office Suite & other related software programs for use of digital printing (e.g., PageMaker, Quark Express, Corel Word, Freehand, Indesign, Color Splitter software, Printshop Mail, & other related software programs); operates equipment to finish printed materials (e.g., folders, paper cutters, drills, stitchers, booklet makers, shrinkwrapper, offline binders, padders, offline collators, GBC Twinloop Binder, high speed intelligent inserter); stocks shelves; maintains accurate & up-to-date inventory of all supplies & warehouse items; ensures stock has been properly acclimatized prior to use; lifts, pulls, pushes & otherwise moves printed materials in containers weighing up to 50 lbs.; cleans & maintains equipment; operates document scanning equipment & uses various software programs to index scanned documents into digital files.	Knowledge of (1) safety practices; Skill in (2) operation of equipment required by assignment (e.g., Xerox, Konica Minolta, Canon, Neopost Inserter); (3) operation of personal computer using Microsoft Office, Adobe software, PageMaker, Quark Express, Corel Word, Freehand, Indesign, Colorsplitter, & Printshop Mail. Ability to (4) carry out instructions in written, oral or picture form; (5) recognize safety warnings; (6) answer routine inquiries regarding the use & 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.
30	Loads/unloads vehicles & picks up/delivers copy center printed materials to & from customers: 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 delivery van in accordance with DAS Directive GS-D-02); coordinates pick up & delivery of jobs with customers.	Knowledge of 1, (9) inventory control. Skill in 2 Ability to 4, 5, 8, (10) 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 related duties as required.	Skill in 3 (e.g., Excel, Outlook). Ability to 7, (11) complete routine forms; (12) maintain accurate records & reports; (13) listen & communicate customers' needs. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/a	3/14/13

apd 3-15-13 cl