POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

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

POSITION NUMBER 20006540

☐ 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 09 Page 1 of 1

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

JOB CODE TITLE Printing Machine Operator

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Operates & monitors variety of high speed cut sheet & continuous feed printers using more complex IBM JES3/MVS messages (e.g., manipulation of reports & print scheduling) & Windows messages (e.g., manipulation of output production for desktop & network printing); loads/unloads form from printers; reports printer hardware malfunctions to supervisor; performs routine tasks related to operating high speed OCE laser printers (e.g., adding toner, developer, emptying toner collection stations); cleans & performs routine minor maintenance on printers & peripheral equipment; maintains related logs/forms associated with print activity; uses multi-vendor personal computers; uses Microsoft Exchange for e-mail communications; read technical manuals regarding equipment & system procedures.	Knowledge of (1) safety practices; (2) JES3/MVS Windows messaging. Skill in (3) operation of equipment required by assignment; (4) operation of personal computer, peripheral computer equipment /software & print spooler web interface (e.g., Oce high-speed laser printers, PRIMSA & Outlook). 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	Prepares production documents for delivery: lifts, pulls, pushes & otherwise moves printed materials in containers weighing up to 50 lbs. each onto flatbed or two-wheel cart; stocks shelves; maintains accurate & up-to-date inventory of all supplies & warehouse items; ensures stock has been properly acclimated prior to use.	Knowledge of 1, (9) inventory control. Skill in 3 Ability to 5, 6, (10) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.; (11) use standard & motorized pallet jack; (12) prepare shipping documents.
10	Prepares job tickets & performs clerical support functions: logs data in warrant log book; answers routine questions for internal customers to help expedite jobs; seperates various reports for distribution; 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 Ability to 8, (13) complete routine forms; (14) maintain accurate records & reports; (15) listen & communicate customers' needs. *developed after employment

JOB CODE 52731

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Chris Selch/cc	11/26/14

Apd 12.5.14 (cc)