100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS105740

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

POSITION NUMBER 20077159

☐ 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	20005603 Printing Machine Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 07

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

JOB TITLE
Printing Machine Operator

JOB CODE
52731

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): 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 bindery equipment to finish printed materials (e.g., folders, paper cutters, drills, stitchers, booklet makers, shrinkwrapper, offline binders, padders, offline collators, GBC Twinloop Binder); maintains accurate & up-to-date inventory of all supplies & warehouse items; (e.g., lifts & moves boxes weighing up to 50 lbs. to stocks shelves & printers); ensures stock has been properly acclimatized prior to use; 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, Imagistics); (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 use & transfer of electronic printed files; (7) cooperate with co-workers on group projects.
30	Operates state owned delivery vehicles to transport materials: 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 06-14); coordinates pick up & delivery of jobs with customers.	Knowledge of 1, (8) inventory control Skill in 2 Ability to 4, 5, (9) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.; (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/ca	4/29/09

ad 4-29-09