100100U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing

POSITION NUMBER
20005592 (13508.0)

JOB CODE TITLE
Printing Machine Operator

JOB CODE
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
20005586 Print Machine Supervisor

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Operates offset printing set-up & production equipment &/or offset or letter press printing machines to print production jobs of agency data & operate peripheral printing/finishing equipment to complete production: 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 (e.g., PageMaker, Quark Express, Corel Word, Freehand, Indesign, Color Splitter software, Printshop Mail, & other related software programs) for use of digital printing (lifts, pulls, pushes & otherwise moves printed materials in containers weighing up to 50 lbs. each that contain completed print jobs); 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 stock 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, Kodak); (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 and 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 (9) operation of state owned delivery vehicle. Ability to 4, 5, (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 related duties as required.	Skill in 3 (e.g., Excel, Outlook). Ability to 7, (12) complete routine forms; (13) maintain accurate records and reports; (14) listen & communicate customers' needs. *developed after employment

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven /aw

DATE: 3/20/07

appd 3-22-07 al