



NEW: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	PRINTER PRODUCTION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8014
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation of print room equipment and the production and distribution of high quality printed materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Sets up and operates single and multi-color presses and other equipment in press room; responsible for stripping negatives and processing plates
- Produces quality printed material while maintaining exact register and color
- Maintains and makes minor adjustments to presses and press room equipment
- Operates computerized paper cutters and equipment with accuracy using correct paper calculations
- Maintains ink, paper, and other press room supply inventories
- Produces four-color printing using quality instruments
- Assists in the training of students assigned through co-op programs
- Produces work in a timely manner while meeting deadlines
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. Work requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, pushing and pulling of arm controls. The work requires being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Experience in operation of print room equipment
- Ability to work independently and follow directions both oral and written
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience running two color presses and envelope feeder
- Knowledge of operation of copy equipment
- Ability to assemble film negatives and process metal printing plates
- Experience in a diverse workplace