



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

JOB TITLE:	PRINTER SENIOR PRODUCTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8016
BARGAINING UNIT:	CLAA

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for operation of print room equipment and production of high quality full color printed materials.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Sets up and operates four-color and multi-color presses in pressroom; responsible for stripping negatives and processing plates
- Produces quality full color printed material while maintaining exact register and color
- Maintains and makes minor adjustments to presses and pressroom equipment
- Operates computerized paper cutters and all other equipment in the pressroom with accuracy using correct paper calculations
- Produces four-color printing using quality instruments
- Maintains ink, paper, and other pressroom supply inventories
- 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
- Experience running four-color, two-color, single-color presses and envelope feeder
- Ability to work independently and follow directions both oral and written
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Knowledge of bindery equipment
- Knowledge of operation of copy equipment
- Ability to assemble film negatives and process metal printing plates
- Experience in a diverse workplace

