

PRINT OPERATOR

PURPOSE AND NATURE OF WORK

The incumbent of this class performs skilled work in the operation of digital printing equipment, including but not limited to operating a power drill, operating binding equipment and performing other related printing shop tasks. All work is performed under the supervision of the Graphics and Mail Services Supervisor and is inspected by the personnel utilizing the printing services.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Operates, cleans, and makes minor adjustments to 'duplicating equipment' in producing a variety of large volumes of duplicated materials, including standard forms, form letters, pamphlets, reports, official stationery, and envelopes. Programs and operates the Nuvera 120 printer and the Docu Color 240 printer.

Sets up and operates power drill, paper perforating machine, power paper cutter, shrink wrapper, and folder. Binds forms, reports, and similar items, by use of liquid glue, stapling, or plastic ring binding.

Performs related work as required.

NECESSARY KNOWLEDGE ABILITIES AND SKILLS

Knowledge of the operation and basic maintenance requirements of 'duplicating Equipment' and other auxiliary equipment.

Ability to learn and understand the necessary applications, usage and interaction of all grades of paper within the production scheme utilized.

Knowledge of basic operating characteristics of personal computers and ability to learn specific software for production with the Printing Section.

Ability to program jobs and resolve error messages when programming the Nuvera 120, as appropriate to level of experience.

Ability to follow detailed written and oral instructions.

Ability to establish and maintain effective relationships with superiors and other employees.

Skill in the operation and care of duplicating an allied equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school and experience in printing and/or digital printing; or any equivalent combination of training and experience.