

Job Title: OPS Print Services Technician

Compensation: \$15.00 - \$15.00

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level I

Position Summary:

Incumbents operate complex printing equipment and perform the duties of the lower level. Responsibilities may include submitting, releasing and reprinting jobs to a digital press; monitoring print jobs and making adjustments to equipment to ensure quality output; maintaining printing equipment; receiving and processing artwork; and making printing plates from camera-ready artwork.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

One year experience in printing and or duplicating.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Printing processes;
- Printing, binding, and copying techniques;
- Customer service principles;
- Basic equipment repair techniques;
- Computers and related software applications.

Skills:

- Providing customer service;

- Operating and repairing printing, copying and binding equipment;
- Performing routine and minor maintenance and repair activities;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: grasping, feeling, talking, hearing, seeing and repetitive motions.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, oils, workspace restrictions, and intense noises.

Responsibilities:

| These duties are a representative sample; position assignments may vary. | | Potential Frequency |
|--|--|---------------------|
| 1. | Prints, copies, compiles, and binds documents as directed. Distributes materials as necessary. | Daily 35% |
| 2. | Prepares files for copying, binding, and/or printing utilizing software programs. | Daily 30% |
| 3. | Performs pre-press services, which may include: processing graphic designs; proofreading; image setting; assembling film; making plates; and/or performing related activities. | Weekly 5% |
| 4. | Performs minor repairs and service to applicable equipment. | Daily |

| These duties are a representative sample; position assignments may vary. | | Potential Frequency |
|--|---|---------------------|
| | | 10% |
| 5. | Prepares and maintains a variety of operational records, logs, and work orders. | Daily |
| | | 10% |
| 6. | Performs other duties of a similar nature or level. | As Required |

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