

## **DIGITAL PRINT OPERATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Digital Print Operator maintains and operates medium-sized offset presses, a high volume copier, and a large variety of bindery equipment. Specific duties include: maintaining and operating Digital High Speed Copier Equipment (Konica Minolta); utilizing a personal computer (PC) to process jobs, download and manipulate customer files through a variety of applications including Microsoft Office, Publisher, Adobe Acrobat, and InDesign; making equipment and computer interface adjustments required to run various sizes, weights, of paper stock, and imposing layout structure, handling equipment problems and maintenance; making minor machine repairs, placing equipment service calls and interacting with service providers; operating computer to plate (CTP); maintaining files relating to duplicating work performed; and printing materials as directed on print work orders. May operate a medium-sized offset press. Monitors equipment during operation to maintain copy quality, and clears paper jams. Operates a variety of print shop equipment including binding, punching, cutting, collating, stitching, drilling, padding, perforating, die-cutting, and labeling equipment as well as folding machines. This class is also responsible for performing related duties as required.

**Distinguishing Features:** A Digital Print Operator must use caution when working with toxic chemicals and when operating print related equipment. This position may be stressful at times when meeting department deadlines and initiative is required to complete assigned projects on time. This class receives general supervision from the Printing Services Supervisor who reviews work through conferences and the evaluation of completed work assignments. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to good (1 - 3 years) experience in the operation of digital high speed copiers, offset press, and/or bindery equipment.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from high school or GED preferred.

### **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with management and coworkers in order to follow instructions, effectively complete work assignments, and establish and maintain effective working relationships.

**Manual/Physical:** Operates, monitors, and maintains Digital High Speed Copier Equipment (color as well as black and white) to produce a variety of forms, reports, letters, pamphlets, booklets, bulletins, etc. and medium-sized Presses. Operates and monitors a CTP maker, binding equipment (GBC, Velo-Bind, etc.), punching, cutting, collating, stitching, drilling, padding, perforating, and folding

machines, and labeling equipment. Completes minor repairs and maintenance on copiers, presses and bindery equipment. Uses common hand tools in performing minor maintenance and repair work on copying, printing and binding equipment. Correctly chooses the paper and ink colors requested by the user department for printing jobs. Maintains records of work performed. Performs and maintains physical inventories of printing supplies, chemicals and paper stock. Orders stock and supplies from Materials and Supply. Moves paper cases weighing up to 50 pounds for distances of up to 40 feet. Works with cleaning fluids and various chemicals. Cleans work area and equipment.

**Mental:** Comprehends and makes inferences from written material. Prioritizes own work assignments. Learns job-related material through on-the-job training.

**Knowledge and Abilities:**

Knowledge of the printing and bindery assignments associated with a print shop.

Ability to:

operate and maintain printing equipment in order to produce a wide variety of print jobs;  
operate a PC, CTP, binding equipment, punching, cutting, collating, stapling, drilling, padding, folding machines, and labeling equipment;  
download and manipulate customer files through a variety of applications including Microsoft Office, Publisher, Adobe Acrobat, and InDesign;  
make equipment and computer interface adjustments required to run various sizes, weights, of paper stock, and impose layout structure;  
handle equipment problems and maintenance;  
make minor machine repairs;  
place equipment service calls and interact with service providers;  
meet productivity and quality standards established by management;  
maintain records of work performed;  
perform basic arithmetic calculations;  
work under pressure to produce quality work and meet committed deadlines; and  
establish and maintain effective working relationships with management and coworkers.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CS3621.DOCX

EEO-SCW

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-GEN

INCREMENTS 62-200

PAY GRADE: 39

SECURITY-No

CDL-No

IND-8810

SWORN-No