

DUPLICATING EQUIPMENT OPERATOR APPRENTICE

JOB DESCRIPTION

Classification Responsibilities: A Duplicating Equipment Operator Apprentice learns to maintain and operate medium-sized offset presses, a large copier, and a large variety of bindery equipment. This class is responsible for performing related duties as required.

Distinguishing Features: The Duplicating Equipment Operator Apprentice is a trainee classification in which the incumbent learns to perform the duties of a Duplicating Equipment Operator. Employees of this classification can progress to the Duplicating Equipment Operator class by non-competitive promotion after successful completion of on-the-job training. The Duplicating Equipment Operator Apprentice must use caution when working with toxic chemicals and when operating the related equipment. This position may be stressful at times when meeting department deadlines. This class receives close supervision from the Printing Services Supervisor who reviews employees' 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 some (6 months - 1 year) general office and/or print shop experience.

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: Learns to: operate, monitor, and maintain medium-size AB Dick Presses (9840 and 9910) and the Kodak 2110 AF copier in order to produce a variety of forms, reports, letters, pamphlets, booklets, and bulletins; operate and monitor a platemaker, binding equipment (GBC, Velo-Bind), punching, cutting, collating, stapling, drilling, padding, and folding machines, and labeling equipment; install and replace belts on copy machines and press and bindery equipment; use common hand tools in performing minor maintenance and repair work on 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 physical inventories of printing supplies, chemicals, and paper stock. Moves paper cases weighing up to 50 pounds for distances of up to 40 feet. Works with cleaning fluids and printing, graphics, and copy machine chemicals. Cleans work area and equipment. Meets scheduling and attendance requirements.

Mental: Comprehends and makes inferences from written material. Learns job-related material through on-the-job training.

Abilities:

Ability to learn to:

operate and maintain medium-sized offset presses and a large copier in order to produce a wide variety of forms, reports, letters, pamphlets, booklets, and bulletins;

operate a platemaker, binding equipment, punching, cutting, collating, stapling, drilling, padding, folding machines, and labeling equipment;

maintain records of work performed;

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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PAY GRADE: 36

EEO-SCW

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-GEN

SWORN-No

INCREMENTS 62-200