



## **Printing Equipment Operator 1**

**Category:** Classified  
**Pay Grade:** C15  
**Job Code:** 18640

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs skilled work operating a wide variety of duplicating and printing machines and associated peripheral equipment; produces quality copies of numerous official documents for public and private use.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Sets up, operates, and adjusts various offset printing, duplicators, collators, copiers, and related equipment;
- Maintains solution levels in machines;
- Maintain adequate inventory of all supplies;
- Performs darkroom duties such as striping, camera work, and metal plates;
- Performs routine cleaning and maintenance of equipment;
- Maintains work record of jobs completed and distributed, materials depleted, and costs;
- Responds to routine and technical customer questions;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

One (1) year of experience in the operation and maintenance of printing and bindery equipment; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of the processes, methods and equipment used in printing and duplicating;
- Knowledge of paper, card stocks and ink qualities, grades, and uses;
- Knowledge of photographic process;
- Skill in various printing related techniques and activities;
- Ability to operate duplicating, printing, and bindery equipment;
- Ability to use small office equipment and computers;
- Ability to use or repair small and medium equipment and machinery.

**PHYSICAL/MENTAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.