

Classification Title: Press Operator

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides printing and copying services to County departments. Consults with departments on specifications and ensures quality printing standards are met.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Performs pre-press operations that include making and stripping negatives and burning and developing metal plates. Mixes chemicals for the camera and plate maker. Mixes inks for use on the printing presses.
2	H	Operates offset printing presses or high-speed copiers to reproduce a variety of documents and publications. Responsible for quality control of work produced. Responsible for producing work in the allotted time frame.
3	H	Set up and operate binding equipment including folders, collators, cutters, paper drills, book binding equipment, padding presses and wrapping machinery.
4	H	Prepares work for delivery and provides delivery service to departments and other customers. Maintains delivery information in an electronic database.
5	L	Receives and processes reprographic orders. Prices jobs and enters into database. Consults and assists customers in proper design and production procedures and techniques.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	Three years of experience operating printing and duplicating equipment.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Intermediate
Math	Intermediate
Writing	Basic

Managerial	Receives direction.
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CLASSIFICATION REQUIREMENTS	
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Printing presses, copiers, bindery equipment, forklifts, vehicles, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Eye and ear protection, gloves, dust masks