



PRINTING EQUIPMENT OPERATOR

SCOPE OF WORK:

Work involves the preparation, operation, and maintenance of production level digital printing equipment and/or letterpress, offset, web press equipment and/or finishing equipment.

DUTIES PERFORMED AT ALL LEVELS:

- Receive and examine printing requests; determine pre-press, press, and/or bindery requirements; observe special instructions; complete billing and production information on printing requisitions.
- Prepare, operate, and maintain equipment including offset or web presses, digital printing systems, cameras, folders, collators, cutters, drills, punches, etc.
- Perform preventative maintenance and minor repair on equipment in accordance with established requirements; maintain records of equipment maintenance; notify appropriate personnel of needs for servicing of equipment.
- Perform related support work such as loading/unloading supplies, cleaning or moving equipment, providing pick-up and delivery service; provide assistance to other staff as needed.
- Maintain proficiency in operating equipment by attending training sessions, referring to manufacturer's materials, contacting vendors, etc.
- Wrap, box, or otherwise prepare finished materials for delivery.
- Provide quality control of finished jobs to ensure compliance with established standards.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

PRINTING EQUIPMENT OPERATOR I
GRADE C

8605

LEVEL DEFINITION:

Work at this level primarily involves operating printing equipment typically used in the Bindery Section of a print shop, such as folders, collators, tabbers, inserters, cutters, drills, and staplers/saddlestitchers.

CLASS CODES: 8605
8606
8607

ND Class Description
Printing Equipment Operator

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and one year of bindery or print shop experience or one year of vocational print shop training. Two years work experience in the operation and maintenance of equipment of similar complexity may substitute for the one year of bindery or print shop experience.

PRINTING EQUIPMENT OPERATOR II

8606

GRADE E

LEVEL DEFINITION:

Work at this level primarily involves operating at least two major types of printing equipment. Equipment is operated in a production setting for a majority of the work time.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May provide training to other operators in the preparation, maintenance, and operation of printing equipment.
- Assist with or perform special division projects requiring additional training and/or work on a periodic basis.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and three years of work experience operating a variety printing equipment.

PRINTING EQUIPMENT OPERATOR III

8607

GRADE G*

LEVEL DEFINITION:

Work at this level primarily involves operating a full range of printing equipment with a majority of the work time spent on equipment of the greatest complexity and specialization.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Resolve complex maintenance and repair problems related to a variety of printing equipment.
- Perform special printing jobs that require a variety of printing equipment and/or unusual production skills.
- Perform special division projects that may require some additional training and/or work on a periodic basis such as back-up for other positions, coordinating equipment maintenance, inventory, safety management, and training other workers.
- May perform duties as lead worker or team leader.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and five years of work experience in the operation of multiple types of printing equipment. An associate degree in printing technology, graphic arts (printing), or specific coursework with a concentration in printing may substitute for up to two years of the work experience requirement on a year for year basis.

Eff.Date: 12/95

Rev: 05/99 - Updated to combine press operator series and duplicating equipment series. Deleted Press Operator series (8651-2)

Rev: 12/08 – Combined with Bindery Specialist series

Rev: 07/12 – Conversion to Hay System; *Pay Grade Exception assigned (III Level only) 7/12; NDAC 4-07-04-11 & 4-07-04-12