

Jurisdictional Class: Competitive; Non-Competitive in School Districts
Adopted: October 20, 2023
Revised: September 24, 2024

DIGITAL PRINT MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a difficult and responsible position involving the operation and adjustment of a variety of printing machines and related equipment. The incumbent is responsible for the basic graphics work related to the printing operation. The work is performed under the general direction of the Communications and Publications Manager. Supervision is not a function of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives requisitions and fills orders for printing work such as forms, pamphlets, reports, bulletins, and related materials;
Operates duplicating machines and related equipment in completing duplicating assignments;
Works with educators in selecting the method of duplication, style and size of type, and grade of paper used in a particular job;
Cleans, lubricates, and makes minor repairs to equipment;
Keeps informed of new developments in the printing field to advise administrators on the purchase and replacement of equipment;
Maintains and makes adjustments to machines and equipment as required;
Operates printing machines and auxiliary equipment;
May sort and file correspondence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation of duplicating and related equipment;
Good knowledge of duplicating tools, techniques, and terminology;
Good knowledge of printing, papers, and other materials;
Good knowledge of the composition and layout of duplicating work;
Good knowledge of Adobe In Design, Photoshop, and Acrobat;
Ability to make minor adjustments and repairs to duplicating and related equipment;
Ability to understand and follow detailed oral and written directions;
High degree of accuracy;
Manual dexterity;
Industry and dependability;
Good hand-eye coordination.

MINIMUM QUALIFICATIONS: Graduation from high school or high school equivalency diploma and either:

- (a) One (1) year of experience in the operation and minor maintenance of modern duplication machines and related equipment; or
- (b) Completion of an acceptable training program in a BOCES or Technical School with specialization in graphics.