

Print Operator

DEFINITION

Work of this class involves the operation and daily maintenance of all equipment in the Digital Print Services room, as well as quality control and distribution of output to appropriate users, scheduling of tasks, and reordering of stock. Equipment specific to the operation of the Print Services room includes, but is not limited to, print consoles, impact printers, laser printers, bursting equipment, automated envelope insertion equipment, and document scanners.

Incumbents operate print consoles and peripheral equipment in order to process print queues from the central site as well as print requests from desk top sites. Incumbents are expected to work within set procedures and operational requirements.

Employees in this class work as a member of a team. They may give guidance and direction to less experienced operators or other staff involved in output operation. Initial work is performed under close supervision, however, as experience is gained work is performed with increasing independence. A fully experienced operator will perform day to day duties with only general direction and guidance.

TYPICAL DUTIES *

Operate the print console by keying in operating instructions relative to print management.

Initiate recovery procedures in the event that the laser printer must be cleared due to a machine breakdown or power failure.

Initiates backup procedures to save critical files to be used in the event of a disaster.

Record all variations from normal operating conditions for subsequent review and analysis.

Provide information to vendor technical support staff with respect to equipment malfunctions.

Operate peripheral equipment as required.

Distribute finished print products.

Perform related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the use and operation of a digital print site and related peripheral equipment.

Some knowledge of computer operations.

Ability to operate print consoles and related peripheral equipment.

Ability to understand and execute oral and written instructions.

Ability to make decisions in accordance with established policies and procedures.

Working knowledge of PDF work flow and pre-flight; Adobe CS5, Google Docs Apps, Corel Draw x3-x6; MS Office products. Knowledge of Quire.

Imposing and Print Shop Mail would be an asset.

Skill in the operation of printers and print finishing equipment.



Print Operator

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade, supplemented by relevant courses in computer operation and keyboarding, a demonstrated mechanical and technical aptitude, and one year experience in a digital print services environment or related operating experience in a print environment.

Opportunity Concept

Completion of the twelfth (12th) school grade, supplemented by relevant courses in computer operation and keyboarding, and a demonstrated mechanical and technical aptitude.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

PRINT_OPERATOR_2012.DOC

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0376	0377	0379	0378
Grade	007	001	008	001
Last Updated:	2013			
Previous Updates:	1994-10, 2001-07			
Originated:	1992-10			