



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10171

PRINTING MACHINE OPERATOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Printing Machine Operator may not perform all of the duties listed. However, it is mandatory that the first duty (I) is performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Printing Machine Operator position is to copy documents and forms used by the county department of human services. The Printing Machine Operator also collates copied material into the appropriate order and creates note pads and carbonless paper forms for use by the employees of the county department of human services.

Duties

- Frequency: 75% +/- 15%
- I. Copies documents and forms using printing press.
- A. Operates printing press.
 - B. Operates photocopier machine.
 - C. Cleans printing presses and camera with cleaning pads on a weekly basis.
- Frequency: 15% +/- 5%
- II. Collates pages printed using printing press by hand sorting printed pages into appropriate order, as per instructions.
- Frequency: 8% +/- 2%
- III. Creates note pads and carbonless paper forms.
- Frequency: 2% +/- 1%
- IV. Creates metal master copy for large printing jobs.



**KSA'S FOR THE
JOB CLASSIFICATION OF
PRINTING MACHINE OPERATOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Office practices and procedures; Safety practices; Printing presses; Maintenance and operation practices of presses (e.g., paper, ink, blanket washes, etc.); Copying procedures (e.g., keeping track of time for each function); Cleaning procedures for printing presses; Simple mathematical operations; Paper loading procedures for printing presses.	Listening; Maintenance and operation of printing presses; Writing; Basic mathematical operations; Physical labor.	Safely operate printing presses; Exert moderate physical effort; Give or exchange facts and routine information regarding printing functions; Listen for problems with printing presses; Work in an environment which requires protective clothing; Answer routine questions/inquires regarding printing; Maintain accurate records (e.g., document time spent performing each function for projects); Complete forms (e.g., logs); Work independently; Operate cleaning equipment on printing presses; Arrange information numerically, alphabetically, and/or chronologically; Read and comprehend written materials and manuals; Operate photocopier; Clean printing press and camera according to established procedures; Read, copy, and record figures; Perform basic mathematical operations (in order to complete printing tasks).
II	Office practices and procedures; Folding machine procedures and operation; Stitcher operation; Hole punch operation; Safety practices; Manual and electric stapler operation; Collating procedures; Photocopier maintenance and operation practices.	Organization; Maintenance and operation of photocopiers;	Exert moderate physical effort; Operate folding machine to collate materials; Operate stitcher machine; Operate hole punch machines; Operate manual and electric stapler to bind pages together; Work in an environment which requires protective clothing; Comprehend written material; Maintain accurate records; Understand manuals; Complete forms documenting tasks completed; Work independently; Arrange information numerically, alphabetically, and/or chronologically; Sort items into categories according to established methods; Read, copy, and record figures; Operate photocopiers; Perform basic mathematical operations.
III	Office practices and procedures; Safety practices; Creating bound paper products; Procedures for separating carbonless forms from each other; Office equipment (e.g., jogger machine, hydraulic paper cutter).	Performing physical labor; Organization.	Cut note pads to appropriate size using hydraulic paper cutter; Use a jogger machine to straighten out and align paper; Brush on padding compound to bind pages together; Separate carbonless forms from each other by passing hand in a fanning motion through the forms; Exert moderate physical effort (e.g., place weights on top of papers); Work in an environment which requires protective clothing; Comprehension of written material;



			<p>Maintain accurate records regarding the completion of note pads and carbonless paper forms; Understand manuals; Work independently; Read simple sentences with common vocabulary; Read, copy, and record figures.</p>
IV	<p>Office practices and procedures; Safety practices; Printing presses maintenance and operation practices; Creation of master copy for large printing jobs.</p>	<p>Organization; Maintenance and operation of printing presses; Performing physical labor.</p>	<p>Create metal master copy for large printing jobs; Exert moderate physical effort; Work in an environment which requires protective clothing; Comprehend written material; Understand manuals; Work independently; Operate master copy pressing machinery.</p>



Minimum Qualifications

- Formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires one course or six months experience in printmaking.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires the incumbent to lift, push, and move paper to be used in the printing presses on a daily basis. This paper can weigh as much as 50 pounds. The incumbent commonly takes safety precautions such as wearing smocks, rubber gloves and eye protection when working with the chemicals used to operate and clean the printing presses. Additionally, the incumbent works around moving parts which could cause serious injuries if the incumbent got entangled in the presses.