

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Printing Machine Operator

**SERIES NO.:**

5273

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the printing machine operator occupation is to print production jobs of agency material.

At the lower level, incumbents operate offset printing set-up & production equipment and/or operate offset or letter press printing machines to print production jobs of agency material and operate peripheral/finishing equipment to complete production.

At the higher level, incumbents direct printing operations & supervise printing personnel of agency print shop.

This series does not include typesetting technicians or operators of printing machines at correctional facilities.

**CLASS TITLE**

Printing Machine Operator

**CLASS NUMBER**

52731

**PAY RANGE**

08

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of graphic communication technology in order to operate offset printing set-up & production equipment &/or offset or letter press printing machines to print production jobs of agency data, & operate peripheral printing/finishing equipment to complete production.

**CLASS TITLE**

Printing Machine Supervisor

**CLASS NUMBER**

52735

**PAY RANGE**

10

**EFFECTIVE**

06/22/1990

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of graphic communication technology in order to direct printing operations & supervise printing personnel of print shop.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Printing Machine Operator	52731	07	01/09/2005	08

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Operates offset printing set-up & production equipment (e.g., platemaker; personal computer; scanner; copy camera; laser printer; docutech) &/or offset or letter press printing machines for low to high volume printing jobs (e.g., black & white; color; multi-color; one or two-sided; envelopes) requiring close or less critical registration, reviews printing press material for registration (e.g., water ink balance; maintaining color between lines; vertical-horizontal alignment) & adjusts controls (e.g., pressure; ink flow; water) of printing machines to ensure good printing quality, mixes ink &/or chemicals to formulate desired results & operates peripheral printing/finishing equipment (e.g., sorters; duplicators; paper drills; laminator; poster maker; stapler; folders; platemarkers; stitch, spiral, strip &/or glue binders; punch; paper cutters/trimmer; collators; shrink-wrap) to complete production.

Gathers supplies (e.g., paper, forms, ink) from storeroom necessary to complete job & stocks new supplies on shelves; records time for completion of printing phases (e.g., printing, folding, stapling); answers routine printing inquiries from customers; cleans parts & performs minor repairs to print shop equipment (e.g., offset or letter press printing machines, duplicators, binders).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of graphic communication technology; printing equipment safety practices & procedures\*. Skill in operation of offset printing set-up & production equipment &/or offset or letter printing machines; peripheral printing/finishing equipment (e.g., sorters, paper drills, poster maker, stapler, stitch, spiral, strip &/or glue binders, paper cutters/trimmers, shrink-wrap, duplicators, folders, plate makers). Ability to carry out assigned tasks within noisy environment; understand mechanical procedures; work within deadlines; perform routine maintenance on print shop equipment; demonstrate dexterity; use arms, hands & fingers skillfully; lift up to 50 pounds.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. trg. or 6 mos. exp. in graphic communication technology.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to rapid & noisy printing press equipment, chemical fumes & ink stains.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Printing Machine Supervisor	52735	EX	06/22/1990	10

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs printing operations & supervises printing personnel of agency print shop (e.g., ensures timeliness & quality/quantity of work; coordinates printing phases such as printing, binding & shipping; takes appropriate measures for security of supplies &/or printed orders; recommends changes in print shop policies or procedures & informs subordinates of implemented changes; provides training on equipment operations & capabilities).

Assists staff in operation of offset or letter press printing machines for printing of jobs (e.g., black & white, color, multi-color) requiring close or less critical registration; reviews printing press material for registration (e.g., water, ink balance, maintaining color between lines, vertical- horizontal alignment) & adjusts controls (e.g., pressure, ink flow, water) of printing machines to ensure good printing quality; mixes ink &/or chemicals to formulate desired results; operates peripheral printing equipment (e.g., duplicator, folders, plate makers, binders, cutters, collators), to complete production; cleans parts & performs minor repairs to print shop equipment (e.g., offset or letter press printing machines, duplicators, binders).

Reviews printing orders for completeness; sets up jobs (e.g., prioritizes printing orders; estimates cost of supplies & time required for each printing phase; gathers necessary supplies); crosschecks finished work with orders for accuracy; maintains inventory & orders supplies; answers inquiries from agency personnel regarding time requirements & status of job.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of graphic communication technology; printing equipment safety practices & procedures; supervisory principles/ techniques\*; employee training & development\*; inventory control\*; public relations\*. Skill in operation of offset or letter press printing machines; peripheral printing equipment (e.g., duplicator, folder, platemaker). Ability to carry out assigned tasks within noisy environment; understand mechanical procedures; work within deadlines; perform routine maintenance on print shop equipment; demonstrate dexterity; use arms, hands & fingers skillfully; lift up to 50 pounds.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in graphic communication technology, 3 mos. trg. or 3 mos. exp. in printing equipment safety practices & procedures.

-Or completion of associate degree core coursework in graphic communication technology; 3 mos. trg. or 3 mos. exp. in printing equipment safety practices & procedures.

-Or 6 mos. exp. as Printing Machine Operator, 52731.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to rapid & noisy printing press equipment, chemical fumes & ink stains.