

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31503
Job Class Code:	530	Salary Schedule:	AREG
EEO Category:	07	Grade:	13
Workers Comp Code:	9410		
Job Code Established:		Effective Date:	
Job Code Revised:	01/24/92	Effective Date:	09/28/92

JOB CODE SERIES: Printing and Graphic Arts Series

JOB CODE TITLE: DUPLICATING EQUIPMENT OPERATOR II

HRIS TITLE: DUPLG EQP OPER II

CHARACTERISTICS OF THE CLASS: Works under general supervision of Duplicating Services Supervisor. Authority to execute jobs expeditiously; to make necessary adjustments; to assure high quality runs; control quality of finished work. This is a dual-concept class which includes the skilled operation of offset printing equipment to produce line, half-tone, solid and some multi-color copy that requires close tolerance, and operation of other programmable duplicating equipment; may act as lead worker in some organizations. Work product consists of completed duplication runs ready for bindery; a functioning work unit; proper finishing process of printing jobs. Responsible for completion of work assignment; quality of completed work; following safety procedures.

EXAMPLES OF DUTIES: Operates offset printing presses of various kinds; prints a variety of line, half-tone, solid and some multicolor copy that requires close tolerance. Operates offset printing equipment such as process camera and platemakers. Mixes inks and inking solutions for printing. Operates and maintains other programmable duplicating equipment producing high volume of copied materials and requiring the use of chemicals, etc., for high quality copy. Uses film processor in darkroom for developing film. Mixes chemicals, maintains solution temperatures as needed, develops and cuts film; washes, dries strips and opaques film as needed. Makes operator adjustments to equipment according to job specifications. Pastes up copy to produce mechanicals for photography and platemaking. Uses stripping table to splice film negatives and positives. Opaques all negatives as necessary. Cuts paper to size as needed for job runs. Maintains daily production records. May perform lead activities in press operation. Maintains inventory of supplies. Cleans and maintains equipment. Performs related work as required.

WORK CONDITIONS: Works in area where unpleasant odors of ink and chemicals exist; may be required to lift up to 50 pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: department regulations, procedures and policies related to assignment; methods of operating and adjusting equipment related to assignment; paper textures, weights and grains; safety procedures in the workplace; processes and procedures of mixing inks, chemicals and additives; process of exposing, developing and finishing lithographic films; office practices and procedures; basic mathematics; leadership and work management principles and techniques.

Skill in: operating and maintaining various duplicating equipment including offset press; plate making operations; operating bindery equipment.

Ability to: communicate verbally and in writing; perform general mathematics computations; apply leadership and management principles and techniques.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam.