

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31504
Job Class Code:	530	Salary Schedule:	AREG
EEO Category:	07	Grade:	15
Workers Comp Code:	9410		

Job Code Established:	07/01/89	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 III

HRIS TITLE: DUPLG EQP OPER III

CHARACTERISTICS OF THE CLASS: Works under general supervision of Duplicating Equipment Supervisor. Authority to execute jobs expeditiously; to make necessary adjustments, etc., to assure high quality runs; to set priorities in bindery. This in a multiple-concept class which includes, as a regular assignment, highly skilled operation of offset press to produce complex black and white and multi-color work requiring exact registration; may specialize in operation of press or process camera and platemaking. May function as lead worker in large operations; OR in a bindery, supervises operation of bindery equipment in a print shop functions such as layout, stripping of negatives, platemaking, press and bindery operations. May supervise agency mail function. Work product consists of plates ready for the press; printed material ready for the bindery; a functioning work unit. Responsible for completion of work assignments; quality of completed work; following safety procedures; for effective planning and cost control.

EXAMPLES OF DUTIES: Operates offset printing equipment; prints a variety of line, half-tone, solid and multi-color copy that requires exact registration. Operates process camera, develops film into negative; masks strips and opaques negative and makes appropriate plate for press. Mixes chemicals, maintains solutions, temperatures as needed for film development. Mixes inks and inking solutions for printing. Supervises operation bindery equipment in print shop finishing process. Operates duplicating equipment to reproduce maps, engineering plans and other materials. Makes operator adjustments to equipment according to job specifications. May supervise mail room activities.

WORK CONDITIONS: Work in area where unpleasant odors of inks 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 the assignment; paper textures, weights and grains; methods of adjusting and operating equipment related to assignment; capabilities of equipment to which assigned; principles and practices of leadership and work management; processes and procedures of mixing inks, chemicals and additives; the collection, sorting, preparation and delivery of mail sufficient to oversee operation.

Skill in: operating and maintaining various duplicating equipment including offset press; operating and maintaining bindery equipment at journey level; operating process camera and platemaking equipment; photo negative development and masking.

Ability to: perform mathematical calculations; apply leadership and work management principles and practices; prioritize workload; instruct mail service staff in mailroom activities; communicate verbally and in writing.

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