PRINTING TECHNICIAN

DEFINITION OF WORK

Under general supervision, these positions perform printing and reproduction work for the County for the purpose of preparing quality printed materials. Employees operate the printing and reproduction equipment including one and two-color printing presses, various bindery equipment, and copiers; and package and distribute finished products.

EXAMPLES OF WORK

Printing press operation duties include: set-up (i.e., installing and aligning plates, administering and calibrating press chemistry, calibrating vacuum and air); adjusting all guides along paper path, adjusting paper delivery system; loading ink with efficiency and minimal waste; calibrating ink and chemistry throughout pressrun and making adjustments as needed; mixing ink colors to Pantone specifications; monitoring and quality-checking press operation during entire run and making adjustments to ensure highest level of quality; performing press maintenance and parts replacements on presses; and informing the supervisor of any repairs and/or parts needed or any issues with quality, cost, materials, or scheduling. Employees operate bindery equipment to perform the following functions: cutting, folding, stapling, numbering, perforating, scoring, collating, padding, wrapping, binding, laminating, and mounting. Work also includes operation of direct-image and digital plate-making machines to produce polyester offset plates for printing; restocking plate material and chemistry of plate-making machines; and cleaning and maintenance of plate-making machines. Employees check paper supply for pressrun, pulling the paper from storage area and moving by dolly or pallet to work area, loading paper into presses. Other duties may include: entering jobs into computer; pricing jobs when completed; preparing delivery sheet; inventorying supplies and parts for equipment; operating copier; assisting clients; assisting delivery personnel; attending meetings and training as required; cleaning and stocking pressroom. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school or GED and three years of experience in offset printing, operation of one-and-two color printing presses; operation of digital plate-making machine; operation of various bindery equipment, or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Working knowledge of the methods, procedures, and policies of Cumberland County as pertains to the performance of the essential duties of Printing Technician; principles and practices of performing printing work, including preparing, operating and maintaining printing press, and operating various printing and bindery equipment; laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position; the organization of the Department, and of related departments and agencies; and the occupational hazards and safety precautions required to perform the essential functions of the work. Ability to establish and maintain cooperative and effective working relationships.

SPECIAL REQUIREMENTS

Some positions within classification may require a valid North Carolina driver's license. Background check with local law enforcement agency required. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work is performed in an indoor climate-controlled environment. Machines provide medium-to-high noise levels. Daily use of press chemicals, and fumes are frequent, although adequate ventilation is provided. Requires the ability to perform coordinated movements involving placing and turning motions, and operating a printing press, cleaning and maintaining printing equipment, and operating bindery and reproduction equipment. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Tasks may risk exposure to noise, dust, odor and toxic agents or chemicals.

PHYSICAL REQUIREMENTS

On a daily basis, multiple times per day, employee will perform moderately physical tasks to include: lifting (up to 50 lbs), pushing (pallets of as many as 40 cases of paper on a rolling pallet jack), pulling, turning or rotating with force, bending, climbing, reaching, and kneeling. Cases and reams of paper are loaded and unloaded into machines and cartons continuously throughout each day.

Cumberland County
July 2012