Printer I

Job Code 7117

General Description
Run an off-set printer to create printed documents. Perform maintenance on off-set printers used. Perform other necessary tasks, such as bindery and packaging to provide the customers with a finished printed product.

Examples of Duties
Operate office-set press to produce printed media for customers in a timely manner with a high level of quality.
Perform preventative maintenance and cleaning on print services equipment.
Move heavy items around print shop by driving fork lift.
Perform other printing services tasks such as paper cutting, bindery, job setup, and packaging.
Monitor delivery.
Attend a minimum of two staff development classes per year and perform other assigned duties as needed.

Knowledge, Skills, and Abilities
Knowledge of: United States Postal Service manual, charts, procedures and instructions for machines and mail; ledger keeping practices for UPS.

Skill in: daily professional interaction with staff, students and faculty; customer service; prioritizing own and others work load; explaining policies and procedures.

Ability to: perform basic math; communicate effectively; maintain accurate records; utilize computer software.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements