

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Print Shop Operator	<u>CLASS NUMBER:</u> 30602	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days
<u>BARGAINING UNIT:</u> OCSEA	<u>PAY GRADE:</u> O1	<u>POSITION CONTROL #:</u> 100513
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Public Information Officer (100510)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Print Shop Operator classification is to print forms, documents and other materials, including operating printing equipment, processing printing requests, and maintaining equipment and supplies.

JOB DUTIES:

Operate large black and white and color copier units, operate other copier room equipment (cutters, folders, collators, paper drills, padding wagons, master maker, etc.) Jobs include one color and multi-color requiring close registration. Keep monthly record of copies produced, performs minor repairs to equipment, responsible for daily and weekly clean-up of copier room and preventative maintenance of equipment. Responsible for inventory of specialty types of paper (including watermark, cardstock, poster boards and color paper). Provide assistance and training to other staff in the use of floor copiers, provides routine maintenance on floor copiers and coordinates needed repairs. Maintain regular and predictable attendance. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; office practice and procedure; agency policy and procedure. Skill in equipment operation. Ability to interpret variety of instructions in written, oral, picture, or schedule form; add, subtract, multiply and divide whole numbers; copy records precisely without error; work alone on most tasks; cooperate with coworkers on group projects; demonstrate strength to lift up to 50 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High school diploma or GED with six (6) months of experience in print machine operation; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date