

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

<u>CLASSIFICATION TITLE:</u> Press Operator	<u>CLASS NUMBER:</u> 30603	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A6	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:30 AM – 4:30 PM	<u>SUPERVISOR (PCN):</u> Print Shop Supervisor (023000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Press Operator classification is to operate off-set printing press to print various county publications requiring perfect registration and four color printing in accordance with established quality standards.

JOB DUTIES:

Operate off-set printing press to prepare county publications and ensure the press is loaded with adequate ink and paper. Perform test runs to ensure registration and color overlay is correct. Monitor press operation and respond to machine errors and printing quality problems. Print requested number of publications to stated specifications. Perform pre-press functions to printing and make strips to develop printing plates required for the job. Operate bindery equipment (e.g., fold, perforate, score, cut and/or bind finished publications, paper folders, paper cutters, paper drills, stitch binders, GBC spiral binders, fast back binders, booklet maker/collators, business card slitters, etc.). Perform routine and some technical tasks (e.g., maintain job records, move stocks, perform routine cleaning of printing press and bindery equipment, etc.). Maintain supply of chemicals, paper stocking, ordering supplies and paper, and perform maintenance of printing material. Pre-price jobs and need to be printed for charge-back to agencies and jobs for agencies using outside vendors. 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 word processing; dictation; 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, supplemented by vocational/technical training in printing press operation and one (1) year of printing experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

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