

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**PRINTING EQUIPMENT OPERATOR II**

**Position Code: K7162**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, performs the duties of a journeyman engaged in a printing operation on a production basis; operated complex, sophisticated equipment including the offset press and intricate multi-stage peripheral equipment; may serve as lead worker, holding responsibility for the work activities in the print shop in the absence of the supervisor; makes repairs and does preventive maintenance as needed; may train new employees as assigned.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. As a journeyman, operates and maintains two and four color printing presses.
2. May serve as lead worker in supervisor's absence; may train new employees in the operation and maintenance of various printing equipment, including the offset press and multi-stage peripheral equipment.
3. Cleans, adjusts and makes difficult repairs to the more complex graphic printing equipment; keeps equipment in good working condition.
4. Assists in the ordering of supplies and equipment.
5. Inspects work in process to ensure final quality check and to ensure job is completed in accordance with original specifications; checks for defects in printing.
6. Performs other related duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to the completion of high school **AND** two (2) years of experience operating two and four color printing presses.

**Knowledge, Skills and Abilities**

Requires working knowledge of office procedures, practices and equipment.

Requires working knowledge of weights of paper and reactions of different types of paper to machine used.

## **PRINTING EQUIPMENT OPERATOR II (Continued)**

Requires ability to operate, adjust and care for two and four color printing presses.

Requires ability to effectively carry out complex written and oral instructions.

Requires ability to coordinate activities of lower level staff.

Requires mechanical aptitude.

Requires ability to work under pressure due to tight delivery deadlines and large quantities of work to be processed.

Established – April 7, 1993

Revised – April 16, 2014

### **EXAMINATION INFORMATION**

Tests and Weights:                      Written Test, 100%

Length of Eligibility:                    1 year