

**TENTATIVE**

**Occ. Code 7701100**

<b>PRINT EQUIPMENT OPERATOR 1, GRADE 6</b>	<b>7701100</b>
<b>PRINT EQUIPMENT OPERATOR 2, GRADE 9</b>	<b>7701200</b>
<b>PRINT EQUIPMENT OPERATOR 3, GRADE 12</b>	<b>7701300</b>
<b>PRINT OPERATIONS SUPERVISOR, GRADE 15</b>	<b>7701400</b>
<b>PRINT OPERATIONS MANAGER, GRADE 19</b>	<b>7701500</b>

**New York State Department of Civil Service**

**Classification Standard**

**BRIEF DESCRIPTION OF CLASS SERIES**

Incumbents of these positions operate and maintain print machines and auxiliary equipment in agency print shops to produce finished printed materials. All positions of Print Equipment Operator 1, Print Equipment Operator 2, Print Equipment Operator 3, Print Operations Supervisor, and Print Operations Manager are in the non-competitive class.

**DISTINGUISHING CHARACTERISTICS**

Classification of positions in this series is determined by the nature and size of the printing operation. Use of offset print equipment is necessary to classification as it requires an increasing skill level acquired by experience to operate the full range of equipment. In addition, digital print equipment may be operated as assigned.

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**PRINT EQUIPMENT OPERATOR 1:** entry level; under the close supervision of higher level print shop positions, assist in the basic, relatively unskilled, operating and clerical tasks associated with operating offset printing machines and auxiliary equipment in an agency print shop.

**PRINT EQUIPMENT OPERATOR 2:** semi-skilled level; independently operate offset printing machines that may require use of multiple steps in the printing process; may train and guide lower level operators in projects.

**PRINT EQUIPMENT OPERATOR 3:** fully skilled operator of all types and makes of offset print equipment; provide technical supervision of shop staff in offset print operations and maintenance; may act as head of a small offset print shop including the preparation, operation and maintenance of one or more offset print machines; routinely operate the larger and more complicated offset machines and auxiliary equipment.

**PRINT OPERATIONS SUPERVISOR:** supervise multiple fully skilled operators in offset print shop operation; may act as head of a medium sized offset print operation as determined by the number of operational staff; may assist the manager in the operation and maintenance of a large print shop.

**PRINT OPERATIONS MANAGER:** oversee largest print shops as determined by the number of operational staff.

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## **RELATED CLASSES**

Office Assistants perform clerical and office support tasks, including using digital print machines for copying of printed materials. Incumbents also may perform routine maintenance tasks, tending the digital print machine during operation and completing job order forms.

## **ILLUSTRATIVE DUTIES**

**PRINT EQUIPMENT OPERATOR 1:** perform offset print machine work that requires basic operation of printing and duplicating machines; tend print machines during production of finished product in simple runs; assemble paper stock needed to produce printed materials; make a plate from the document to be printed; operate trial run to ensure finished work will meet shop standards; and perform basic maintenance of machines by cleaning and oiling machine surfaces and adjusting rollers.

**PRINT EQUIPMENT OPERATOR 2:** operate offset printing machines that require more close attention; produce finished work that may require multiple steps in the formatting and processing of orders; may train lower level shop staff to perform auxiliary functions; keep production and supply records; may also operate digital print machines in the print shop as assigned.

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**PRINT EQUIPMENT OPERATOR 3:** full performance level; may oversee and direct the operations and maintenance of a small print shop; act as a working supervisor and develop and direct application of standard printing procedures and assign job orders; direct and detail the layout of copy, procedures and technical processes; fully skilled operator of all types and makes of offset printing equipment; may also operate digital print machines in the shop as assigned.

**PRINT OPERATIONS SUPERVISOR:** direct the technical and maintenance activities of a medium print shop having multiple positions of Printing Equipment Operator 3; approve completed work; may assist a Print Operations Manager in a large print shop; provide cost estimates for specific jobs; maintain records of work performed; and may provide print shop supply production and fiscal records for agency budget staff.

**PRINT OPERATIONS MANAGER:** manage and direct the technical and maintenance activities of the largest print shops and assign and approve completed work; supervise subordinate operators and support staff; provide print shop production records and fiscal requirements for budget purposes; oversee appropriate training and development needs of subordinate staff; and oversee maintenance of shop records.

### **MINIMUM QUALIFICATIONS**

#### **PRINT EQUIPMENT OPERATOR 1**

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**Non-Competitive:** Must be able to meet the physical requirements of the position.

### **PRINT EQUIPMENT OPERATOR 2**

**Non-Competitive:** Two years of offset printing equipment operating experience.

### **PRINT EQUIPMENT OPERATOR 3**

**Non-Competitive:** Four years of offset printing equipment operating experience.

### **PRINT OPERATIONS SUPERVISOR**

**Non-Competitive:** Five years of offset printing equipment operating experience. One year of the experience must have been at a supervisory level.

### **PRINT OPERATIONS MANAGER**

**Non-Competitive:** Six years of offset printing equipment operating experience. Two years of the experience must have been at a supervisory level.

**NOTE:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of

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the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

### **Parenthetic Attachment**

Print Equipment Operators (Digital) operate and maintain digital print machines and auxiliary equipment in agency print shops to produce finished printed materials. Offset print equipment may not be operated.

**PRINT EQUIPMENT OPERATOR 1 (DIGITAL):** performance level; prepare machines for higher level operations obtaining supplies, loading machines and making routine adjustments; make test run of material, observing output, to check adjustments and make further adjustments as necessary; tend machine during its operations by watching machine continuously to insure material is flowing properly and smoothly through machine, stopping machine if it malfunctions or output is unsatisfactory, removing jammed materials, and recording production figures for work run; and perform minor maintenance and repairs on machines in accordance with operating instructions and maintenance contracts.

**PRINT EQUIPMENT OPERATOR 2 (DIGITAL):** first supervisory level; supervise a group of Print Equipment Operators 1 (Digital) in the preparation, operation and

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maintenance of one or more digital duplication and printing machines; may be the highest level in a digital only unit or a digital only operation with a relatively small staff; assign work and may determine work priorities; answer questions concerning procedures and adjustments; train lower level operators in the preparation, operation and maintenance of one or more digital duplication and printing machines; and perform activities and tasks described above for Print Equipment Operator 1 (Digital).

**PRINT EQUIPMENT OPERATOR 3 (DIGITAL):** second supervisory level; supervise a relatively large digital only operation overseeing a medium to large number of staff; determine work priorities; establish work performance standards; review work performance and production; review production reports; recommend changes in staffing to insure achievement of work goals during peak periods; provide advice to and otherwise assist superiors in planning, organizing, scheduling and coordinating work operations and work procedures; respond to inquiries from other units, agencies or the public concerning the operations of the shop; insure that subordinate staff is adequately trained; prepare narrative and statistical reports; and may prepare annual equipment and personnel budget for the digital printing shop operation.

**MINIMUM QUALIFICATIONS:**

**PRINT EQUIPMENT OPERATOR 1 (DIGITAL)**

**Non-Competitive:** Must be able to meet the physical requirements of the position.

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**PRINT EQUIPMENT OPERATOR 2 (DIGITAL)**

**Promotion:** One year of permanent non-competitive service as a Print Equipment Operator 1 (Digital).

**PRINT EQUIPMENT OPERATOR 3 (DIGITAL)**

**Promotion:** One year of permanent competitive service as a Print Equipment Operator 2 (Digital).