

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 005176  
Grade 15**

**PRINTING TECHNICIAN II**

**DEFINITION OF CLASS:**

This is limited scope journey level craft work. Incumbents are proficient in operating either offset printing presses; or digital imaging equipment; or mainframe digital printing equipment, as well as cutting, bindery, and packaging machinery to produce all types of printed materials. Personal contacts are with other unit staff to coordinate work processes; with supervisory personnel to receive—and exchange work information; with equipment service contractors to coordinate repairs and validate the satisfactory completion of work; as well as with various levels of County employees to provide technical guidance and advice on print work. Employees in this class do not provide direct service or assistance to the public.

Employees in this class are proficient in operating selective types of printing equipment and independently execute difficult and multifaceted printing assignments. The work is performed under the direction of a Print Shop Manager and involves a variety of processes and methodologies which are well defined, but require the application of judgment to identify and apply applicable guides to specific situations. Significant deviations are referred to the supervisor. Completed work is reviewed for adequacy, soundness, quality, quantity and timely disposition of requested services. The complexity of the work emanates from the broad diversity of print media that is produced, as well as the variety of processes and methodologies employed to produce those materials. The work is performed in a print shop environment which results in exposure to occasional hazards in the form of moving machinery, chemicals, paper dust and moderate noise levels. Employees must frequently lift and move boxes of paper and other materials and are required to stand for long periods of time.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Receives and processes print media data which may be in the form of email, compact disk, paper copy, or online formats.
- Edits complex documents prior to printing by merging, inserting photos and graphics, resizing documents, and arranges pagination, which may require the editing or creation of variable data files to be merged at print time with print documents using specialized software.
- Works with the graphics and document design staff formatting/finalizing complex and multi-part documents for printing.
- Tracks and archives documents for reprint or reuse at a later date, where content may need to be updated, or minor changes made to reach a different target group.
- Maintains records on scheduling, production and quality control.
- Provides customer service to staff/departments that use printing services, which includes information regarding printing concepts and alternatives, including flexible scheduling and/or overtime that may enhance the product and/or reduce cost and/or impact on the completion times.
- Resolves difficult production problems.
- Receives and evaluates work requests; makes changes to work requests after consultation with

representative of requesting agency.

- Selects proper materials, supplies and equipment to obtain best results.
- Sets up, adjusts, operates and performs maintenance and routine repairs on all printing, copying (including architectural drawing copier), collating, sequence numbering, electronic cutting, and bindery equipment.
- Operates, cleans, adjusts and makes repairs to a camera plate system which produces film negatives and high quality polyester plates; burns and develops metal plates; and strips negatives.
- Cleans and lubricates presses, mixes and dilutes inks and chemicals, regulates flow of ink to rollers, and adjusts water and ink rollers for proper operation.
- Checks paper stock deliveries and advises immediate supervisor of special paper stock and printing supply requirements.
- Coordinates maintenance/repair of assigned equipment.
- Boxes and wraps finished work for delivery.
- Receives/checks delivery of requested supplies from vendors and maintains prescribed levels of paper, inks and other supplies.
- Insures that work and storage areas are clean and orderly and maintains safe working conditions and work habits.
- Evaluates and provides recommendations regarding new equipment.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the operating procedures, characteristics, capabilities and limitations of either offset printing including properties and characteristics of paper, inks, negative and metal plates and camera plate systems, or xerographic digital imaging equipment, or mainframe digital printing equipment.
- Thorough knowledge of the operating procedures of cutting and bindery equipment.
- Knowledge of the mechanical and chemical principles, methods and techniques, which include electronics, multi-color theory, and physical characteristics for printing processes.
- Ability to accurately perform arithmetic computations and mathematical percentages, weights, and measures germane to printing, copying, and bindery work, including the amount of raw materials needed to complete a job.
- Ability to scan, to convert, and to post files onto the internet.
- Ability to independently set up, operate, adjust and perform routine maintenance on equipment.
- Ability to perform data entry functions required for operation of computerized multi-function copy machines and digital printers.
- Ability to meet scheduling commitments.
- Ability to communicate effectively in English both verbally and in writing.
- Ability to deal tactfully and effectively with internal staff and users of services.
- Ability to attend meetings or perform other assignments at locations outside the office.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) years of entry-level experience in the printing and bindery trade.

**Education:** Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education (including an Associate's Degree in Printing

Management) and experience may be substituted.

**Physical Ability:** Ability to independently lift, push and pull heavy boxes, bundles of paper, and other supplies occasionally weighing up to fifty (50) pounds.

**License:** None.

**PROBATIONARY PERIOD:**

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam with a Urine Drug Screen.

**Class Established:** January, 1977

**Revised:** May, 1987

November, 1994 (M)

October 2004 (M)\*

April, 2010

September, 2012

August, 2013

October, 2014

March, 2016

**Formerly Titled:** "Printer I"\*