

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

**Code No. 005178
Grade 13**

PRINTING TECHNICIAN I

DEFINITION OF CLASS:

This is entry-level craftwork operating offset printing presses, digital imaging equipment and web-based printing, and various industrial cutting, bindery, and packaging machinery to produce various types of printed materials. Personal contacts are with other unit staff to coordinate work processes; with supervisory personnel to receive and exchange work information; as well as with various levels of County employees to provide standardized guidance on print work. Employees in this class do not provide direct service or assistance to the public.

Employees in this class are capable of operating various types of industrial printing equipment and receive considerable supervision and guidance in completing non-routine work 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 varied processes and methodologies employed in producing the finished printed 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 printing work requests and makes changes only after appropriate consultation, selects proper paper stocks and printing supplies.
- Operates and maintains equipment such as: digital printing equipment, offset printing presses, and various industrial cutting/ bindery equipment.
- Edits routine documents prior to printing by merging, inserting photos and graphics, resizing documents, and arranging pagination, which may require the editing or creation of variable data fields to be merged at print time with print documents using specialized software.
- Resolves routine production problems.
- Assists in coordinating maintenance/repair of assigned equipment.
- Tracks and archives documents for reprint or reuse at a later date, where content may need to be updated or minor changes need to be made to reach a different target group.
- Records and reports time and material data on jobs completed.
- Mixes inks to obtain proper color for printing.
- Checks paper stock deliveries and advises immediate supervisor of special paper stock and printing supply requirements.
- Organizes and assembles printing jobs.
- Occasionally proofreads printing jobs for typos and other discrepancies.

- Boxes and wraps finished work for delivery.
- Runs special stocks such as index cards, postcards and envelopes.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of the characteristics, capabilities and limitations of offset printing equipment; digital printing equipment; and industrial bindery equipment.
- Knowledge of properties and characteristics of paper, inks, negative and metal plates.
- Knowledge of various types of paper stock characteristics, such as grain direction, color, opacity, weight, thickness and bulk, strength and run ability.
- Knowledge of the mechanical and chemical principles, methods and techniques, which include electronics, color theory, and physical characteristics for printing processes.
- Knowledge of page and book layouts, and folding layouts.
- Skill in operating industrial printing equipment such as offset presses, industrial bindery equipment, industrial printing moving machinery (paper cutter, folder, coil punch, perfect binder, collator, saddle stitcher, book drill, packaging equipment), and digital printing equipment to ensure proper maintenance, repairs and safety of equipment operators.
- Skill in performing digital printing prepress.
- Skill in accurately performing arithmetic computations, calculating percentages, and working with weights, and measures germane to printing, copying, and bindery work, including the amount of raw materials needed to complete a job.
- Skill to perform data entry functions required for operation of computerized multi-function digital printing machines and digital printers.
- Ability to meet scheduling commitments.
- Skill in communicating effectively in English both verbally and in writing.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Successful completion of either a recognized vocational or apprenticeship training program in printing and bindery operations, or one year of experience in working in a print shop environment operating industrial printing equipment and large digital printing equipment, including lithograph and bindery equipment.

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: October, 2004

Revised: May, 2010

September, 2012

August, 2013

October, 2014

March, 2016