

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

**Code No. 005179
Grade 9**

APPRENTICE PRINTER

DEFINITION OF CLASS:

This is training level skilled work operating offset printing and a variety of bindery equipment. Personal contacts are primarily with printing personnel for the purpose of receiving assignments/instruction and giving/ receiving information. An employee in this class offers no direct service or assistance to the public.

An employee in this class is responsible for learning and performing the beginning level skilled printing and bindery work, using standard practices in a variety of basic level assignments. Initially, the work primarily involves the use of bindery equipment; however, as the employee becomes more skilled, the majority of the employee's time may be spent operating printing equipment. Guidelines are specific and the employee refers all matters of an unusual or difficult nature to higher level employees. Work assignments are explained in detail, and frequently checked during operation and upon completion for quality, adherence to instructions and safety guidelines. The complexity of the work is limited to the types of equipment which will be operated. Work is performed in a print shop environment which contains paper dust and moderate noise levels and requires employees to stand for long periods of time. This work presents hazards in the form of moving machinery and exposure to chemicals, i.e., inks and solvents. The employee occasionally moves boxes of paper and other materials used to complete assignments.

EXAMPLES OF DUTIES: (Illustrative Only)

- Sets up, adjusts and operates printing and bindery equipment by following instructions detailed in work requests or provided by supervisor; makes changes to work requests only upon receipt of specific directions.
- Selects proper paper stocks and printing supplies, and performs all basic machine functions necessary to obtain desired results from printing and bindery equipment.
- Follows instructions provided in work request or by senior operator and completes forms showing work performed.
- Wraps and boxes finished work for delivery.
- Records and reports time and material data on jobs completed.
- Performs routine preventive maintenance on various printing and bindery equipment including: copiers, small offset presses, paper cutters, folders, collators, paper drills, padding presses, stitchers, plastic binding equipment, etc.; refers repair problems to senior operator.
- Maintains work area in neat and safe condition.
- Maintains paper and material inventory.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to accurately perform arithmetic computations appropriate to printing and bindery work.
- Ability to understand and carry out verbal and written instructions.
- Ability to use hand tools.
- Ability to work effectively with co-workers.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: No previous experience required.

Education: Ability to read and write in English.

Equivalency: None.

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.

Class Established: May 1987
Classification Study: November 1994 (M)
August 2013
October 2014