



## City of Irving Job Description

### Printer

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Communications
<b>Job Code:</b>	C652	<b>Reports To (Job Title):</b>	Communications and Printing Supervisor

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#### **PURPOSE**

To prepare incoming print requests into printed material. To assist with presses, binders, computers, copiers, and mail sorters as needed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Prepare all bindery work.
- Operate collator, booklet maker, cutter, drilling machine, and inserter.
- Design and create forms as needed.
- Deliver copy paper to other departments.
- Assist with mailing processes.
- Notify supervisor of needed supplies.
- Serve as backup for Mail Clerk.
- Handle all pre-press operations; including: typesetting, camera, stripping, plate processing & burning.
- Clean and maintains plate maker; place service calls for all equipment.
- Coordinate print requisitions and electronic file preparation and production.
- Operate printing press and copier.
- Verify completed projects meet quality standards
- Monitor all printing systems to insure appropriate and safe procedures are followed.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Provide customer service to all departments.
- Pick up deliveries when needed and assists with deliveries of supplies

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Makes purchase recommendations.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade.

### **EXPERIENCE**

- Minimum of one (1) year of experience working with printers, computers, and copiers.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of, or ability to obtain, an appropriate valid driver's license.

### **KNOWLEDGE OF**

- Printing and Design: Principles and techniques for designing and printing a variety of materials.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Planning: Sensing the environment and setting goals and objectives.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Program Assessment: Evaluating current/potential programs for effectiveness & efficiency.
- Service Orientation: Actively looking for ways to help people.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.

- **Prioritization:** Selecting, from multiple options, activities to achieve a goal.
- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.
- **Reading Comprehension:** Reading and interpreting documents.
- **Interactive Presentation:** Effectively presenting information to groups & responding to questions.
- **Persuasion:** Convincing others to approach things differently.
- **Organizational Strategies:** Tracking multiple variables by sorting, grouping & calendaring.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Employee may frequently work with individuals outside the department and may work with external individuals such as vendors or other agencies.

## **EQUIPMENT AND PROPERTY**

Production copiers, inserters, press, folder, cutter, mail machine, plotter, and van.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to carry, grasp, handle, feel, lift up to 25 pounds, listen, see, sit, and/or stand. Frequently, s/he is required to climb, drive a vehicle, kneel, reach, smell, stoop, talk, and/or walk, and occasionally s/he is required to balance, push, and/or pull.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to extreme temperatures or weather conditions, air contamination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires her/him to make decisions directly affecting the safety of others. Also, the noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.