



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation NEHU

Date Issued: February 2, 1990 Department: Graphics

Title: Printing Production Technician Level: VIII

FUNCTION

To perform technical work in production of printed materials.

SOURCE OF SUPERVISION

The Supervisor of Graphics and the Director.

DIRECTION EXERCISED

Direct work of assigned student helpers.

DUTIES AND RESPONSIBILITIES

Operate a variety of offset presses and photocopier in work production; maintain assigned priority deadlines on specific jobs.

Maintain proper adjustment, cleaning, minor repair and maintenance of machines.

Operate darkroom in production of negatives, line shots and screened P.M.T.s; prepare plates for printing by stripping, opaquing negative, image assembling for color work, and double burns.

Perform bindery work on various stitchers, collators, GBC, engraver, folder, and padding machines.

Incidentally perform clerical tasks in recording material and labor costs for job billings; keep supply inventory and do yearly inventory; and perform layout work when required. Maintain cleanliness and safety of assigned work areas.

Perform related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____ Date: _____
Signature

Date Issued: March 20, 1990 Department: Graphics

Title: Printing Production Technician Level: VIII

JOB QUALIFICATIONS

Four-year college degree in printing production of graphic arts; ability to operate and maintain offset presses as well as a variety of machines related to the printing operation; two-year journeyman or technical training as a printer, or three years of experience in printing production.

Must have adequate health and physical condition to handle heavy manual tasks; sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 70 pounds on a frequent basis.

Department Head Signature

Date