



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 551.5

Job Title: **PRINT SHOP OPERATOR**

Pay Grade: 10

GENERAL SUMMARY:

Operates and maintains printers, offsets, digital copiers, and binding equipment.

RESPONSIBILITIES:

- Operates a variety of equipment that includes printers, offsets, digital copiers, and binding machines.
- Prepares basic layouts/designs for printed materials.
- Proofreads/edits drafts of printed materials.
- Performs routine maintenance on equipment.
- Inventories supplies and deliveries/routing of supplies and printed materials.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Six months of experience in the operation of printing equipment or a certificate in Graphic Arts from an accredited college or trade school are required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.

Substitution: Directly related experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are occasional exposures to significant levels of heat, cold, moisture and air pollution. The position may involve infrequent exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Print Shop Operator
Senior Print Shop Operator

Effective: May 2020