



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 551.6

Job Title: **SENIOR PRINT SHOP OPERATOR**

Pay Grade: 15

GENERAL SUMMARY:

Performs specialized printing that involves the operation and maintenance of various printing and binding equipment.

RESPONSIBILITIES:

- Supervises, guides, trains and evaluates Print Shop staff.
- Prioritizes and assigns work requests in order to meet deadlines.
- Prepares more complex layouts/designs for printed materials.
- Proofreads/edits drafts of printed materials.
- Operates a variety of equipment that includes printers, offsets, digital copiers, and binding machines.
- Handles equipment maintenance.
- Orders, purchases, and tracks supplies and equipment.

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. Vocational competence in the operation of mechanical or electronic equipment may be required. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Two years of experience in the operation of printing equipment, or one year of experience in the operation of printing equipment and a certificate of 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.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. 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