

DIGITAL PRINTING TECHNICIAN ASSISTANT (Board of Cooperative Education Services)

DISTINGUISHING FEATURES OF THE CLASS: This work involves assisting the Digital Printing Technician and is responsible for the efficient and accurate operation of automated cutting, folding and other bindery finishing equipment. The work is highly technical and requires specialized training. The incumbent works under the general supervision of the Director of Information Technology. A Digital Printing Technicians Assistant (BOCES) does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the operation of high speed digital printers;
- Maintains daily print job production logs and daily delivery manifests;
- Loading and changing of various paper sources in equipment;
- Organize and move heavy objects;
- Maintain a supply list of all paper products
- Monitors quality of job output for correctness and image quality;
- Operate cutters, folders and other bindery finishing equipment;
- Troubleshoots equipment problems and performs daily, weekly and monthly maintenance on equipment as required;
- Logs HVAC systems readings;
- Communicates with customers, graphic artists, communication team and supervisor on job or deadline issues and any other pertinent information;
- Delivers finished product;
- May use a personal computer in the performance of duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation and maintenance of automated bindery equipment and cutting tools, techniques and terminology; good knowledge of printing inks, papers and other materials; good knowledge of the tools, terminology and uses of equipment used in preparation of printed materials; ability to manage multiple tasks with frequent interruptions; ability to work in a fast paced environment; ability to maintain confidentiality; ability to work well in a team environment; ability to communicate, interact and work effectively with others; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or University with an Associate's in Printing Technology or a closely related field;

OR

B) Graduation from high school or possession of a high school equivalency diploma and two years experience in a mechanical or electronic technology and production related field.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possession and maintenance of appropriate class New York State Motor Vehicle Driver's license.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/10/14