

DIGITAL PRINTING TECHNICIAN (Board of Cooperative Education Services)

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the efficient and accurate operation of high speed digital printers and related 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 Technician (BOCES) does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates high speed digital printers;
- Programs specific parameters and sequences for individual print jobs;
- Maintains daily print job production logs and daily delivery manifests;
- Sets up and releases jobs from print queue;
- Sets up, operates and maintains binding equipment;
- 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;
- Monitors HVAC systems for humidity control;
- Communicates with customers, graphic artists, communication team and supervisor on job or deadline issues and any other pertinent information;
- 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 digital printers, printing 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; good knowledge of the composition and layout of printing work; good knowledge of the operation and maintenance of automated bindery equipment; 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.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and at least 9 credit hours in management information systems, computer science, information technology or a closely related field;

OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and at least 9 credit hours in management information systems, computer science, information technology or a closely related field and two (2) years of experience in a mechanical or electronic technology related field;

OR

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

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/31/10

Revised: 3/17/11

Revised: 1/3/20