

DIGITAL PRINTING TECHNICIAN

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 typically works under the general supervision of higher-level supervisory staff in the Information Technology Department. A Digital Printing Technician 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: Graduation from high school or possession of a high school equivalency diploma and either:

A) Possession of an associate degree with at least 9 credit hours in management information systems, computer science, information technology or a closely related field;

OR

B) Two years of experience in a mechanical or electronic technology related field.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

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

Adopted: 3/31/10

Revised: 2/1/24