

MAINTENANCE WORKER (PRINT PRODUCTION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision the incumbent in this position is responsible to assist in the efficient operation of the print and mail center, including daily workflow prioritization, maintaining supplies, printing, binding, folding inserting, cutting, collating and filing for assigned projects. Duties also include assisting in bulk mail operations and interdepartmental mail distribution. May work independently as a result of written or oral instructions. Incumbents may function independently and without direct supervision. Off-shift assignments, outside normal business hours, may be required to accommodate unit needs. Additional duties include responsibility for routine maintenance and cleaning of the equipment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Executes daily workflow, scheduled production of printing projects, bulk mail, reports and walk-in projects as directed;

May manipulate database software to create efficient and cost effective mailing address lists to meet project objectives and facilitate bulk mailing operations;

Utilizes specialized software applications and equipment for bulk mailing, print production and finishing;

Maintains logs for print center production billings, reporting work volume, etc.

Cuts, prints, compiles, folds, collates and binds materials using specialized applications and equipment to ensure meeting job specifications;

Sort, assemble, and proof completed work.

Remove printed material or finished products from machines, wrap products, stack products on pallets or skids, or pack them in boxes.

Retrieve and put away necessary paper stock, clean rollers, add toner and fluids as needed

Prepares finished production projects for effective delivery to clients or U.S.P.S.;

Maintains, cleans and makes minor repairs and adjustments on equipment used within the print production and mail center;

Assists in diagnosing, solving, and correcting operating problems affecting the quality and timeliness of the service or product or function;

Actively monitors machine operation and makes necessary adjustments to ensure proper and continuous operation;

Maintains work area in a clean, orderly and safe condition;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May assist in training other personnel assigned to the print production and mail delivery teams;

Assists in facilitating interdepartmental mail delivery services;

May assist in monitoring datacenter environmental factors such as heat and humidity as well as answering helpdesk calls and responding to alerts after normal business hours. Notifies appropriate personnel when variances are detected;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of types and uses of various printing materials; good knowledge of the operation, cleaning, adjustment and maintenance of printing, cutting, collating and binding machinery; good knowledge of the techniques, equipment and terminology of print project production and the safety precautions associated with such work; skilled in the safe and effective use of common hand tools; ability to make basic mathematical computation for billing and production purposes; ability to maintain accurate logs; ability to follow written and oral instructions; ability to work under pressure with frequent interruptions ensuring deadlines and specifications are met; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications, such as spreadsheets, word processing, e-mail and database software; good memory; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and two (2) years of experience for which a primary focus of the position was the operation and maintenance of digital printing equipment.

SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J.C.: Non-Competitive
MQT5

Job Class Code: C3297
Job Group: V