Skilled Craftsperson IV (0789)

**Basic Purpose/Job Function:** Serves as a lead journeyman level position and is expected to have an advanced working knowledge of the printing process with the area specific equipment and production techniques (pre-press, press, bindery, warehouse). Produces simple to complex products using these products, tools and machines available. Extensive training with regards to processes, procedures and equipment are an ongoing part of this job. The specific areas related to this classification would be pre-press operator, press operator, bindery operator, copy center operator.

**Examples of Titles Replaced:** Offset Pressperson I; Preparation Supervisor; Pre-Press Digital Specialist; Supervisor, Bindery; Supervisor, Printing

**Typical Functions May Include:**

1. Performing advanced operation of area specific production equipment
2. Producing products to established standards
3. Maintaining quality standards at all times
4. Following established procedures for time and cost reporting
5. Being able to work on multiple projects simultaneously
6. Collecting, maintaining and organizing accurate job data from multiple sources
7. Being able to work on an independent basis
8. Performing complex repairs and adjustments with no direction from the supervisor
9. Accept training from supervisor and other lead operators on new equipment
10. Providing training as required to Skilled Craftsperson I, II and III positions
11. Providing area supervision as required including, but is not limited to hiring, scheduling, and advanced planning
12. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect health and safety of personnel and property.

**Supervision of Others:** This position has some supervisory duties.

**Supervision Received:** Receives regular supervision and instruction from a designated supervisor.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
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- **Experience**: 84 months or more
- **Type**: Advanced printing and duplicating experience related to the specific job duties

- **Skills**: Being capable of operating standard production equipment found in a state of the art printing facility with little or no training; reads and interprets basic materials such as work orders; communicates orally and in writing as required to exchange information; performs basic mathematical functions; has a basic understanding of computers.

- **Special Requirements**: Exposure to physically demanding tasks, regular exposure to noise, odors, lifting 50 lbs. or more occasionally, bending and stooping.

- **Licenses**: Must possess a valid driver’s license and be authorized to work legally in the USA.

- **Certifications**: To be determined by department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.