Skilled Craftsperson I (0786)

**Basic Purpose/Job Function:** Serves as an entry level position within the department and produces simple to moderately complex products using the 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:** Bindery Operator Apprentice; Bindery Helper; Offset Press Feeder

**Typical Functions May Include:**
1. Training and operation of basic 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 minor repairs and adjustments are directed by supervisor
9. Performing other related duties as assigned

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

**Supervision of Others:** Has no regularly assigned supervisory responsibility.

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

**Minimum Qualifications:**
- **Education:** High School diploma or GED
- **Experience:** 0-12 months
- **Skills:** Uses equipment and tools in a manner requiring some training and instruction; reads and interprets basic materials such as work orders; communicates orally and in writing as required to exchange information; performs basic mathematically functions; have 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.
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- **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.