



**OHIO**  
UNIVERSITY

**Classification and Qualification Standards**

**Printing Machine Operator**

*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Office Equipment Operations	<b>Job Code:</b> 11221 <b>Grade:</b> A	<b>Date Established:</b> 7/01/2001	<b>FLSA Category:</b> NON-EXEMPT
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**JOB SUMMARY**

Under general supervision, the classification is responsible for basic and routine tasks, exercises limited independent judgment, and follows simple procedures, techniques, rules, and regulations. This classification requires working knowledge of addition, subtraction, multiplication, division, fractions, vocabulary, and alphabetizing in order to provide fast, high volume, quality duplication services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Operates printing machines to complete production request and provide high volume duplication services.
2. Prioritizes jobs for duplication.
3. Prepares charges, and provides cost estimates and turn around times on printing services.
4. Provides special requests such as folding, stapling, and bindery work.
5. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of addition, subtraction, multiplication, division, fractions, vocabulary, and alphabetizing; office practices and procedures\*; and oral and written communication. Skill in operation of printing machines\*. Ability to carry out instructions in written or oral form; arrange items in numerical or alphabetical order; and prepare charges.

(\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

Formal education in addition, subtraction, multiplication, division, fractions, vocabulary, and alphabetizing.

- Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*