

Missouri Department of Transportation

Code: R01193

Title: Printing Technician

Exemption Status: Non-Exempt

Grade: 5

Job Description

Effective Date 05-01-2015

**Replaces
(Effective Date)** 01-01-2014

General Summary The printing technician is responsible for the operation and maintenance of printing equipment and processes, including the digital engineering copier and bindery equipment. Responsibilities are performed under direct supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
Successful completion of a range of motion examination and a medical-physical examination.

**Supervisory
Responsibilities** None

Location Central Office - Communications

**Special Working
Conditions/Job
Characteristics** Job requires moderate physical activity.
Job requires exposure to moderately adverse and undesirable environmental conditions.
Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Operates digital engineering copier and bindery equipment (including collators, folders, paper drills, paper cutters, padders, and other related finishing equipment) to produce a variety of printed materials.
- (2) Retrieves supplies needed for project; lifts and moves boxes and rolls of paper; prepares finished printed material for delivery (pads, forms, wraps, and boxes) and delivers to the loading dock for shipment; unloads incoming printing supplies.
- (3) Performs preventative maintenance such as cleaning, oiling, adjusting, or repairing equipment.
- (4) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.