

## COMPUTER PRINTING TECHNICIAN TITLE SERIES DEFINITIONS

### I. DEFINITION

#### COMPUTER PRINTING TECHNICIAN

The technical positions included in this title definition are responsible for production printing utilizing computer equipment for the majority of their time (more than 50%). The positions require a variety of computer-related skills in programming and setup for production, job sequencing/overlapping, machine diagnostics, electronic cut-and-paste, half-tone and line copy scanning techniques, methods of image sizing and optimization, electronic page imposition, and receiving jobs over the network in a variety of methods and formats. The positions also require knowledge of bindery work, paper types and weights and the ways paper interacts with various machines and toners, use of pagination sheets/job planners and knowledge of layout and page-sequencing formats and techniques, and sensitivity to print and finishing quality issues along with the knowledge and techniques needed to produce quality printed materials. Positions are required to perform daily equipment maintenance, including equipment cleaning, making minor adjustments and/or minor repairs, and training other employees on use of the equipment.

Positions must spend more than 50% of their time: (1) performing one or more of the following specific activities; or (2) using equivalent equipment technologies for production printing.

1. DocuTech Operator: produce a wide variety of printed materials using digital electronic printing devices networked to state agencies; search computer front end system for job priorities; program job for operation insuring that all essentials are included, i.e. job quantity, job construction, scanned images, reverses, screens, tabs, etc.; check job sets for correctness and quality; program subsequent jobs; perform all operator functions on a computer management system, i.e., a Documetrix system for building block importing, machine queue management, job closure, tape backup management, etc.; perform advanced maintenance procedures and machine diagnostic functions; perform customer service functions; and perform general housekeeping duties to maintain a safe work area. Positions may also operate a color copier and produce a wide variety of graphic materials using various xerographic duplicating and bindery finishing production devices.
2. Digital Print Technician: operate high-speed networked printers; load forms, paper, or checks; use commands to communicate effectively with operating system; organize and schedule printing output files; coordinate activities with different groups; use powering on/off hardware, loading software applications and operating systems; diagnose and correct hardware and software problems; recreate lost or damaged output using Report Management System (RMS); operate Xerox DocuTech Network Publishers and other xerographic printers/scanners; manipulate originals or program machine operation to improve quality; insert, alter, or delete photos, half-tones, or line copy; operate and utilize short-term and long-term storage capacity and systems; receive, manage, manipulate, and translate print input from a variety of sources and formats to a variety of output devices and formats; receive files submitted over the network via File Transfer Protocol (FTP) and covert from native file format to print-ready Post Script format; trouble shoot submissions; scan hard-copy originals, including line copy, halftones and continuous tone photos and manipulate electronically; perform any special output handling such as trimming, decollating, or bursting; perform diskette duplication; maintain good communications with users; and report job related problems using online problem-tracking system and writing a full description of the nature and severity of problems.

3. Digital Scanner and Printer Technician: operate computerized xerographic digital copier, mainframe printers, and analog networked copiers, printing a variety of graphic materials using digital electronic printing devices networked to district offices and other state agencies via the Wide Area Network (WAN) or Local Area Network (LAN); program digital printer to incorporate scanned images, reverses, screens and other enhancements; perform complex Postscript (PS) or Print Description Language (PDL) conversion; manage machine queue and server; download computerized PS files from LAN or WAN and from FTP for printing; scan hard copy originals to create digital file; manually manipulate images; manage and store digital documents; and/or operate large format digital scanner and copier converting drawings, continuous tone photography, halftones, standard detailed drawings and other electronic media into various digital formats in files also suitable for use in CADDs or GIS applications; vectorize the raster files per specifications; utilize either offset plates, opaque, or translucent medias; scan As-Built plans; provide electronic files via the server in shared file, tape, high capacity disk storage such as ZIP or CD; perform routine maintenance and trouble shooting problems on scanner/printing equipment; download files from LAN and/or WAN for multiple copies; print/plot (for example, highway plan sheets and city, county, township and village map orders); calculate square footage of material used; and perform miscellaneous related duties such as operating bindery equipment and performing equipment maintenance.

## **COMPUTER PRINTING TECHNICIAN – LEAD**

Perform the job duties identified at the Computer Printing Technician level and act as the leadworker for a work unit of Computer Printing Technicians. Leadworker responsibilities include training, assigning work, and reviewing work of Computer Printing Technicians. These positions also schedule staff, manage the production workflow, resolve production problems, analyze and develop procedures to assure the work is completed correctly and timely, communicate with customers and staff to resolve printing problems, and consult with vendors and customers as needed.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED TITLES**

Offset Press Operator