

Summary of Duties: Does routine print shop work in a training capacity, including darkroom camera and photo typesetting operation, offset stripping, offset and letter press operation, and form preparation or bindery work; and does related work.

Distinguishing Features: A Print Shop Trainee works under specific instructions with limited responsibility for results. The trainee receives on-the-job training but is expected to attend school during off hours in printing-related trade classes to learn the fundamentals of bindery, pre-press or press operations needed to qualify for promotion. Although assigned to a variety of print shop work, a Print Shop Trainee normally specializes in one type of work with the specific objective of qualifying as a journey level Printing Preparator, Printing Press Operator or Bindery Equipment Operator. Employment is limited to six years during which time the trainee is expected to qualify for promotion.

Examples of Duties: A Print Shop Trainee:

- I. Cleans, oils, and washes presses;
- II. Files various printing materials;
- III. Assists in moving and storing paper stock;
- IV. Makes up and locks up forms in chases;
- V. Reads proofs;
- VI. Does simple offset preparatory work;
- VII. May set up and operate letter presses and offset presses;
- VIII. Sets up and operates a programmable power-operated straight-knife paper cutting machine and other bindery equipment such as wire stitching, perforating, drilling, saddle-gangstitching, collating and punching machines;
- IX. Receives supplies and selects the required quantity of paper stock by type, weight, quality and size;
- X. Binds books and other printed matter;
- XI. Sets up and operates process cameras, plate making equipment and photo typesetting equipment;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A working knowledge of:

- XII. Printer's measures and tools;
- XIII. Punctuation, grammar and spelling as ordinarily used in printed materials;
- XIV. The standards, methods and practices of composition;
- XV. Proofreader's marks and their use;
- XVI. Machinery, methods, terms and supplies used in offset printing, bindery work and form preparation;

Ability to:

- XVII. Learn the methods and practices of operating and maintaining print shop equipment.

Minimum Requirements:

One year of full-time paid craft experience in printing, duplicating or bindery work.

Completion of a printing course in a recognized trade school or high school may be substituted for six months of the required experience.

Physical requirements: Strength to perform average lifting of up to 25 pounds and occasionally over 70 pounds; arm, hand, and finger dexterity with both hands involved in such activities as setting type by hand, setting up and operating a press and operating bindery equipment; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodation to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.