

Missouri Department of Transportation

Code: R01193

Title: Printing Technician

Exemption Status: Non-Exempt

Grade: 1

Job Description

Effective Date 03-16-2024

Replaces (Effective Date) 07-01-2022

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

Supervisory Responsibilities None

Location Central Office - Communications

Special Working Conditions/Job Characteristics

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.