

# Missouri Department of Transportation Job Description

**Job Title:** Senior Printing Technician

**Title Code:** R01289

**Salary Grade:** 3

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office - Communications

**Effective Date:** 03-16-2024

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The senior printing technician is responsible for the operation and maintenance of more complex printing equipment and processes, including offset presses, digital engineering copier, and bindery equipment. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- High School Diploma or GED/HiSET
- Two years of experience in print shop operations.

## **Special Working Conditions/Job Characteristics**

## **Examples of Work**

1. Operates printing equipment, including computerized high-speed copier, envelope printer, envelope inserter, offset presses, 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. Assists users in preparing print requests and answers questions relating to technology or equipment.

5. Maintains print shop inventory, including ordering paper, envelopes, and folders.
6. Scans documents for printing archives.
7. 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.**