JOB PURPOSE:

Sets up, operates and maintains various prepress, printing, addressing and bindery equipment. Performs other related printing and mailing operational duties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Operates various bindery equipment, such as: high speed folders, collators/booklet makers, inserters, envelope sealers and power cutters.

Sets up, adjusts, and operates 2-color offset press to print single-color and two-color work which typically include large solids, screen tints, duotones, line, and halftones with registration requirements. Performs all types of press make ready, mechanical adjustments, parts replacement and repair, and press wash-ups.

Operates and maintains digital printer/copier used for high quality 4-color printing.

Assists inkjet operator in bulk mail area by tying, bagging, and traying the addressed mail as it comes off the non-operator end of the machine. This includes loading mail onto skids or tossing bagged mail into postal carts.

 Produces the final work with a digital printer.

Performs other tasks and duties within department as needed and directed.

Operates various other equipment including power fork truck, pallet jack, departmental delivery truck, etc.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of USPS regulations.

Knowledge of printing, bindery and digital duplicating equipment and processes.

Ability to interpret and follow oral and written instructions.

Ability to operate the specific tools used in the area of expertise, including related tools and equipment.

Ability to operate a personal computer and utilize database, spreadsheet, electronic mail, word processing and other related office software programs.

Ability to work in safe and efficient manner.
MINIMUM REQUIREMENTS:

**Education/Experience:** High school diploma or GED. Three (3) years experience with offset printing presses, bindery equipment and USPS regulations.

**Licenses/certifications:** Valid chauffeurs’ driver’s license with ability to be insured by Indiana University. May require current Printpro certification or ability to be certified on Printpro addressing system within six (6) months of hire.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 60 lbs. multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS:

Most time spent indoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distracting/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.