



University System of Maryland Job Class Specification

TITLE: PS PHOTOLITHOGRAPHY TECHNICIAN
FLSA: NONEXEMPT
EEO6: H60
IPEDS-SOC: U-515110

JOB CODE: N09PPW
JOB TYPE: INST SPECIFIC BSU
JOB FAMILY/SERIES: PRT

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under general supervision, performs a variety of sub-journey level work in the production of negatives and plates for printing and a variety of moderately complex work in the operation of high speed copiers, multi-color presses and related equipment for the production of printed materials.

PRIMARY DUTIES

1. Performs pre-press activities related to printing such as preparing line, halftone, and color reproduction negatives from photographs and drawings, striping multi-color work for presses and producing plates.
2. Photographs illustrations and artwork and develops film. Measures layouts and recommends and prepares reductions or enlargements of photographs for paste up.
3. Operates standard equipment such as process cameras, film and plate processors, register punches and plate makers.
4. Operates both single and multi-color presses, high speed copiers, and finishing equipment. Ensures acceptable production quality, accurate registration, halftone reproduction, screens and reversals.
5. Performs finishing and bindery activities. Cuts stock for press runs, folds, finishes, inserts, staples, trims and wraps printed materials.
6. Monitors machinery and equipment functions and ensures operational readiness and safety. Cleans, adjusts and makes minor repairs to machinery and equipment.
7. Prepares and maintains production records and inventory of supplies.
8. Performs material handling activities such as moving supplies and

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cases of paper, loading and unloading printing equipment and stocking shelves.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: Three years in print services operations which involved the operation of multi-color presses, high speed copiers, and finishing and bindery work and which included at least two years in photolithography work.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of the photolithography function and techniques; of offset printing operations and equipment; of paper weights and reactions to various duplicating processes and inks. Skill in preparing negatives and halftones; in producing offset plates; in setting up, operating, and maintaining related cameras and processing equipment; in setting up, operating and maintaining offset processes and related finishing and binding equipment. Ability to mix and prepare processing chemicals; to lift, transport and stock related supplies, materials, and equipment; to wear and work in personal protective equipment; to perceive normal color spectrum; to communicate effectively; to maintain effective work relationships with others.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine ability to perform the job.