

# Missouri Department of Transportation Job Description

**Job Title:** Printing Technician

**Title Code:** R01193

**Salary Grade:** 1

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

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

**Effective Date:** 12-16-2024

**Replaces (Effective Date):** 03-16-2024

## **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

## **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.