



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PRINT SYSTEMS OPERATOR SENIOR

Job Number: 20000580

Job Code: 16100V250216

Job Group: 1600 - PRINTING

Job Established: 06/16/1982

Job Revised: 02/16/2025

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$30.443 - Hourly

\$4,947.00 - 37.5 Hr. Monthly Salary

\$5,276.80 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs advanced print operations such as complex troubleshooting, first-level maintenance, and preventative maintenance standards and procedures for all devices including high-speed production output equipment; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have one year of experience in an Information Technology environment, which includes experience with production print devices.

Substitute EDUCATION for EXPERIENCE:

Additional education in computer science, business or public administration, or a related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in an Information Technology (IT) environment will substitute for the required education on a year-for-year basis OR a certification in an IT related field will substitute for the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must maintain any required

licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs and leads all aspects of print operations. Leads production print operations to ensure all networked, high-speed, production print toner and ink-jet devices are operated according to established policy and industry best practices. Ensures advanced troubleshooting of devices, first level maintenance on all equipment, and preventive maintenance standards of each device are adhered to. Leads in print spool management and file prioritization. Ensures network and mainframe file transfers are accurately completed. Ensures best practices regarding all database usage and ensure security standards are adhered to. Ensures all documentation such as logs, maintenance records, supply charts, and employee records are completed and filed as necessary. Prepares stock for use, places stock in device input trays, and removes completed output from device output trays. Advises staff and management regarding stock levels. Boxes, bands, staples, transports, and delivers output as requested by the customer or required by policy. Assists in post- production output handling, management, and delivery.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting. Will be required to work long periods while standing. Will regularly lift and move items in excess of 60 pounds.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.