

DOMINION TRANSMISSION, INC.
JOB DESCRIPTION

TITLE: Printing Machine Operator

CODE NO.: 39030

GRADE: 006

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Operate offset-duplicator that reproduces reading matter, figures, ruled forms, and other data on paper, using ink embossed plates on a revolving cylinder. Operate office copiers and other related machines as required.

ASSIGNED DUTIES:

1. Perform all duties as required in the operation of an offset-duplicator including the preparation of paper or metal master plates and adjustments to equipment as necessary to produce high quality offset copies.
2. Operate office copiers and other machines, including folding machine, paper cutting machine, paper drill, electric stapler, binding machines, collators, etc.
3. May assist in mailroom functions and perform other routine duties as required.
4. May assist in the training of other employees in the operation of the various machines.
5. Perform machine operator maintenance such as cleaning and minor repairs.
6. Practice safe working habits with machinery, equipment, material handling and storage within the unit.