



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Pressman**
Schedule: **Temporary – Full Time**
Department: **Clerk and Recorder's Office**

Salary: **\$17.50 – \$18.85 per hour DOE**
Closing Date: **Open Until Filled**
Department Administrator: **Sandra Merchant**

Education/Experience/Training:

- High School Diploma, HSE or GED **and** printing experience which includes all facets of small print shop operations.

Certifications:

- Valid Driver's License issued by the State of Montana or the ability to obtain one within thirty (30) days of hire.

JOB SUMMARY

The Pressman is responsible for assisting in the efficient operation of the Cascade County Print Shop by providing a variety of printing services for all County offices and departments, the City of Great Falls and other outside agencies. This position performs normal operator maintenance on-site equipment, efficiently operates all related equipment and machines and performs other duties as required or assigned.

This is a temporary employment position with Cascade County. This position will terminate upon this position no longer being necessary to meet and/or address an undue disruption to the operational needs of the County Print Shop. The duration of employment is not anticipated to exceed nine (9) months.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Evaluates job orders and specifications to know details such as number of materials to be printed, special printing instructions, stock specifications, time given for collections and color sequences; Assists with organizing schedules and prepares printing orders; Prepares masters for printing; Fills ink fountains and purchase or mix inks throughout the week as needed, mixes paint and inks to blend with materials being printed and job order specifications, adjusts flow rates of ink fountains to achieve the desired flow amount for each press run; Loads paper onto presses, starts presses, feeds paper through press cylinders, adjusting tension and feed controls as necessary, and check proofs for ink alignment, registration, density and coverage, makes adjustments when necessary to accommodate various paper sizes and adjusts printing plate tolerances to meet the desired parameters for each press run; Efficiently and successfully operates, repairs and adjusts the press, finisher, binders, cutters, digital imaging machines and collator; Monitors and responds to error, alert or fault messages on automated press operation systems and makes minor repairs to presses and other equipment as needed; Collects random samples and inspects them during print runs to determine if any adjustments or corrections need to be made and makes adjustments and corrects printing errors on materials as necessary; Cleans printing unit cylinders, plates and ink fountains at the completion of each press run; Prepares and operates off-set presses to print a variety of products, including letterhead, envelopes, booklets and ballots; As part of the finish work, reviews and checks printed materials for clarity, accuracy, quality, finishing and other production factors; Assists with finish work to include hole-punching, cutting and padding; Monitors and maintains an inventory of printing supplies; Responsible for troubleshooting on the presses; Dismantles and cleans printing presses as required, performs minor maintenance, including troubleshooting and making minor repairs, schedules or performs regular service and maintenance and maintains service/maintenance records; Maintains an organized, safe and healthy work and shop environment, ensuring strict compliance with all safety, security, cleanliness, environmental and HAZMAT/OSHA regulations; Practices, adheres to and encourages work place safety; Ability to prioritize work demands for distribution and print shop functions; Performs other duties as required or assigned.

Knowledge and understanding of:

Working knowledge of the practices and procedures of a printing operation; Current safety practices; Effective concepts and methods of organizing and managing work load; Automated computer systems, Word, Excel, Internet and Outlook as necessary to perform the essential duties and responsibilities of this position; Cascade County policies and procedures; Customer service techniques and practices; Telephone etiquette.

Skills in:

Operating variety of office equipment including multi-line telephones, multi-functional copiers, printers, scanners; Managing multiple deadlines and projects simultaneously; Courteous and professional customer service; Telephone etiquette.

Ability to:

Exercise considerable initiative and sound judgment; Plan and organize, meet departmental goals; Communicate in a professional and effective manner with others, both orally and in writing; Organize tasks and work environment to maximize efficiency; Maintain time, cost and material records; Identify analyze and address problems and trends in a timely, efficient and equitable manner; Adapt to interruptions, equipment failures, unusual demands or changing priorities; Perform a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines; Employ and enforce safety practices and procedures; Read and comprehend materials; Meet challenges with resourcefulness through original thinking and creativity; Respond promptly to requests for service and assistance; Proficiently operate a computer to complete required job duties; Operate under stress in a fast-paced, transparent environment; Be flexible with work assignments and be willing to work overtime; Comply with department and County policies, procedures and regulations; Interact with the public, vendors, other agencies and employees in a professional, respectful and courteous manner; Practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations; Deal with conflict in a professional and appropriate manner, resolve interpersonal conflict in a straightforward and timely manner and set priorities; Multi-task and be flexible; Maintain strict standards of confidentiality; Work efficiently independently or as a team member; Observe established lines of authority; Observe work hours and demonstrate punctuality; Perform other duties as required or assigned.

The successful applicant will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER