



## JOB DESCRIPTION

**Job Title:** Digital Studio/Large Format Operator  
**Department:** Digital  
**Reports to:** Director of Digital Print Technologies

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### SUMMARY

Implements all phases of press operation on all projects assigned; is in direct charge of product quality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Performs press startups and startup maintenance.
- Fills ink canisters, oil reservoirs and maintains equipment subsystems.
- Loads and unloads paper/substrates.
- Performs press shutdown maintenance (wash-up).
- Installs blankets, PIP, and impression backer sheets as required.
- Performs required automatic calibrations of pressure and color.
- Adjusts press parameters as required to accommodate stock and image quality.
- Produces preliminary make-ready and press proofs.
- Performs routine adjustments during press run.
- Continuously checks sheets during press run to maintain quality and color standards.
- Takes care of equipment by following work procedures and performing required tests and maintenance.
- Performs routine preventative maintenance on press as needed.
- Responsible for keeping accurate and up to date maintenance log.
- Passes on printed material to other operations such as bindery, coating or shipping as required.
- Responsible for ensuring chemicals are accurately labeled and readable on all containers being used on equipment.
- Preserves and passes along customer artwork in clean and undamaged condition.
- Reports time and materials consumption accurately.
- Reports all problems and scheduling constraints to Director of Digital Print Technologies.
- Coordinates repair service or FCO upgrades with HP/Indigo, Agfa and the Director of Digital Print Technologies.
- Keeps work area neat and clean.
- Cross-train to assist in other departments.
- Obeys Company rules and observes all safety regulations.
- Understands your role in the companies' Quality Management System regarding ISO.

### QUALIFICATIONS

- High School diploma or equivalent.
- 2 years Technical school training or equivalent.
- 2+ years operating Indigo digital press equipment.

### PHYSICAL REQUIREMENTS

- Constant standing, reaching, pushing, pulling, lifting (50lbs max), and repetitive motions.
- Frequent walking, stooping, crouching, fingering, and grasping.
- Occasional sitting, balancing, and kneeling.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*