**Posted Dates: 1/30/2023 – 2/13/2023**

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| **Internal Employment Opportunities** |
| State University of New York Polytechnic Institute100 Seymour Road, Utica NY 13502 | 257 Fuller Road, Albany NY 12203**Applications are invited for consideration for appointment to the following position:** |
| **Title** | **Department/****Division** | **Location** | **Work Week** | **Salary Range** | **Application Deadline** | **Date to****be Filled** |
| Print Equipment Operator 1 (Digital) | Business Affiars | Utica | Monday – Friday | SG-6 | 10 bus days | ASAP |
| ***Description of Duties:*****As an entry level Print Equipment Operator 1 you would assist in the basic, relatively unskilled, operating and clerical tasks associated with operating offset machines and auxiliary equipment in the print shop.*** **Perform offset print machine work that requires basic operation of printing and duplicating machines; tend print machines during production of finished product in simple runs; assemble paper stock needed to produce printed materials; make a plate from the document to be printed; operate trial run to ensure finished work will meet shop standards.**
* **Perform basic maintenance of machines by cleaning and oiling machine surfaces and adjusting rollers. Prepare machines for higher level operations obtaining supplies, loading machines and making routine adjustments; make test run of material, observing output, to check adjustments and make further adjustments as necessary; tend machine during its operations by watching machine continuously to insure material is flowing properly and smoothly through machine, stopping machine if it malfunctions or output is unsatisfactory, removing jammed materials, and recording production figures for work run; and perform minor maintenance and repairs on machines in accordance with operating instructions and maintenance contracts.**
* **Other reasonable duties as assigned.**
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| **Minimum Qualifications:** |
| * This title is non-competitive.
* Must be able to meet the physical requirements of the position
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| **Preferred Qualifications:** |
| * Operate and maintain digital print machines and auxiliary equipment in agency print shops to produce finished printed materials. Offset print equipment may not be operated. Positions may require the ability to routinely lift and/or carry heavy items and the ability to routinely reach, bend, stand, and walk for long periods of time.

**This is an essential personnel position for the maintenance and operation of the campus during an emergency situation.**  |

SUNY Poly is an AA/EEO/ADA employer, committed to excellence through diversity.
Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Qualified applicants may apply for classified service positions by resume and/or application.

**All material needs to be completed and returned to HR@sunypoly.edu by the deadline date.**