REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Graphic Artist II
JOB CODE: 050735
DATE PREPARED: April 28, 1993
Revised: December 7, 1993

SUMMARY STATEMENT

The incumbent provides customers with graphics, publication, design, presentations, and artwork as specified by customer requirements and in conformance with Printing Plant quality expectations.

DIMENSIONS

The incumbent reports to the Printing Plant Section Chief and may review the work of Graphic Artist IIs.

NATURE AND SCOPE

1. Creates, designs, modifies, typesets, and/or illustrates customer artwork and publications according to customer and Printing Plant specifications and deadlines;

2. Interprets and conceptualizes customer design requirements; assists customers in determining specific needs;

3. Performs paste-up, stripping, pre-press, or preparatory work as needed; prepares necessary materials for product production;

4. Provides process camera, plate, halftones, negatives, positives, and general photographic services as needed;

5. Performs support and backup bindery or reproduction operations when requested;

6. Logs and maintains records on all jobs to ensure completion according to all specifications and deadlines;

7. May assign or review work of other Graphic Artists or Imagesetters to provide assistance, advice, and/or ensure compliance with customer and department specifications;

8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking in camera/darkroom areas of print shop for short distances;

2. Occasional sitting at light table or computer while preparing artwork or while operating printing/camera equipment;

3. Occasional lift/carry papers, tools, chemicals, or supplies, up to 30 pounds;

4. Occasional push/pull, opening doors/drawers requiring force up to five to ten pounds;

Occasionally = Less than 1/3 of time
Frequently = 1/3 - 2/3 of time
Constantly = Over 2/3 of time
Graphic Artist II

5. Occasional bending/twisting at waist/knees to reach lower areas;

6. Constant use of both hands/arms in reaching/handling/grasping/fingerling while drawing and operating computer or other equipment; frequent use of fine motor skills in operating mouse or stylus; overhead reaching required; frequent moving large pieces of equipment, flipping photographic plates;

7. Constant use of sight abilities in preparing work; visual requirements include color vision, depth perception, and visual acuity in near- and mid-range vision; frequently moves between brightly lit and darkroom areas;

8. Frequent use of speech/hearing abilities in communicating with customers, supervisors, or coworkers to determine work specifications;

9. Must possess good sense of balance and sense of direction in order to work safely in dimly lit or unlit darkroom areas.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in creating detailed artwork to exacting specifications;

2. Must be able to work independently, prioritize workload, and follow through on all projects;

3. Must possess creativity, imagination, independent judgement, and spatial reasoning ability;

4. Must possess good mathematical skills including geometry and algebra in order to make necessary calculations;

5. Must be able to write/write/speak English, communicate with customers, coworkers, and supervisors in order to determine and clarify work requirements;

6. Must possess good grammar and proofreading skills;

7. Must be able to deal with pressure of multiple priorities, frequent interruptions, deadlines, and constantly applying creativity to work.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in camera and darkroom areas of Printing Plant.

Tools & Equipment Used: Personal computer, mouse, printing equipment, cameras, light table, photographic tools, supplies, chemicals, art supplies and tools, copier, fax, and telephone;

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Three years of graphic arts or publishing experience or Associate’s degree in Graphic Arts required. Completion of college level process camera course work required.

OTHER SPECIAL QUALIFICATIONS

Must not be allergic to photographic chemicals. Printing experience and basic computer skills required. Must be able to obtain "Q" clearance.