



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SILK SCREEN PRINTER	30	G	9.739

SERIES CONCEPT

Under general supervision, Silk Screen Printers produce standard highway signs for the Department of Transportation on a statewide basis using silkscreen process.

Prepare for printing process by reviewing work orders and ensuring special requests comply with federal and State standards; select appropriate screens; select ink based on the surface to be printed; position screen on printing table to register for printing; arrange required screens and sign blanks in an organized manner to expedite the production process.

Print designs and/or lettering which include mixing ink and adjust ink consistency; apply ink to screen; force ink through screen using appropriate squeegee pressure and angle as required; change screens and inks for jobs with multiple colors; and observe operation to detect and correct any printing flaws.

Affix hand-cut letters or numbers at the conclusion of the printing process; disassemble equipment setup; clean tools and screens with appropriate solvent; and file screens for future use.

Make screens by assembling wooden or aluminum frames and stretching fabric over the frame to the proper tension; prepare art work required to produce signs which includes making layout on clear film by measuring the letters and design required to fit the sign.

Transfer art work to screens by coating screens with a photosensitive emulsion; place art work on vacuum frame with screen on top and expose film with a high intensity light; and wash screen with water to remove unexposed emulsion.

Reclaim screens with stencil remover to remove old image and emulsion when screens are no longer needed or obsolete.

Maintain equipment used in the silk screen process to ensure it is in proper working order; oil, clean and repair parts on the squeegee and printing table; repair and sharpen the squeegee; change screen cleaning solvents and change screen washing rack filters; oil and clean vacuum frames and change halogen bulbs in lamps, as needed; label and dispose of inks and solvents in accordance with hazardous waste regulations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in silk screen printing which included design and layout work, pattern making, construction of silk screens and multi-color printing under the direction of a skilled silk screen printer; **OR** an equivalent combination of education and experience as described above.

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods, materials, tools and equipment used in the production of signs by the silk screening process; characteristics and uses of inks, primers, reflectors and metal sheeting. **General knowledge of:** sign fabrication and sign writing methods and procedures. **Ability to:** make positive and negative art work; prepare work orders, requisition supplies and letter signs; read and understand work orders, manuals regarding highway signs and uniform traffic control devices and manuals regarding the repair and maintenance of equipment; take measurements and make mathematical calculations necessary to lay out projects. **Skill in:** preparing and framing silk screens; pattern making and screen printing on metal; safely operating, maintaining and repairing the equipment and tools used in silk screen printing; screen printing on materials other than metal.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State requirements regarding uniform traffic control devices, standard alphabets and standard highway signs; agency and division rules, policies and procedures regarding sign production, shop operations and safety.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.739

ESTABLISHED: 7/1/91P
REVISED: 11/29/90PC
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