

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION

POSITION TITLE: Graphic Artist II

JOB CODE : 050735

DATE PREPARED : April 28, 1993

Revised: December 7, 1993

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### 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 Is.

### 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

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

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;

## 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/fingering 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.