PRINT SERVICES PRESS OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of complex journey level duties in the preparation and production of instructional, promotional and other printed and copied materials for District departments; to provide assistance to Graphic Arts students as needed; and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Business Support Services Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform highly skilled journey printing work; operate single color and multicolored offset printing press to reproduce reports, forms, brochures, special publications, instructional materials and other printed materials.


3. Operate a variety of pre-press/printing equipment including rip's, proofing devices, computer to plate systems, offset presses.

4. Operate computer to plate and proofing systems for metal and polyester plates.

5. Operate various graphics oriented, and pre-press oriented software packages related to printing operations.

6. Perform skilled bindery work; operate folders, cutters, saddle stitcher, comb and coil binders, perfect binding equipment, laminators and padding machines.

7. Maintain and clean all machines and equipment. Make minor repairs and adjustments as needed.

8. Develop and present recommendations for improvement of established processes and practices.

9. Provide customer service and accurate responses to inquiries and concerns related to production of printed materials.

10. Coordinate job requirements with Supervisor and Graphic Specialists.
11. Research and develop resources that create timely and efficient workflows.

**Marginal Functions:**

1. Assist District staff with specific questions and concerns regarding printing services.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**
- Purposes and uses of a variety of offset print shop equipment.
- Operation and care of offset presses, duplicators, computer to plate systems, proofing systems and related printing, duplicating and binding equipment and software.
- Principles and techniques of multicolored printing.
- Printing materials and equipment.
- Basic graphic arts techniques and methods.
- Occupational hazards and standard safety practices.
- Modern office procedures, methods, and equipment including computers.
- English usage, spelling, grammar and punctuation.
- Basic mathematical principles.

**Ability to:**
- Operate offset presses, duplicators, computer to plate systems, proofing systems, binding equipment in a safe and effective manner.
- Assist and advise instructional staff and students in the design and layout of printed materials.
- Mix different chemicals and ink colors.
- Repair minor problems with printing equipment.
- Maintain inventory of printing materials and supplies.
- Work independently in the absence of supervision and to work as part of a team to accomplish the goals of the department.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Analyze situations accurately and adopt an effective course of action.
- Respond to requests and inquiries from students, faculty, staff, and the general public.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*
Experience:

Four years of experience in the operation of offset presses, duplicators, pre-press systems and related equipment.

Training:

Equivalent to the completion of an apprenticeship or vocational training in offset printing.

WORKING CONDITIONS

Environmental Conditions:

Print shop environment; exposure to noise, grease, smoke, fumes, gases, toxic materials, potentially hazardous chemicals; work with machinery.
Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions will require maintaining physical condition necessary for walking or standing for prolonged periods of time; heavy, moderate and light lifting and carrying; strength to regularly move objects weighing up to 75 pounds and occasionally up to 100 pounds. Repeated bending, kneeling and squatting. Operate motorized equipment; near visual acuity to operate offset printing presses and related equipment. Extensive use of computer keyboard; near visual acuity for operating computers.