



Classification Title: Print Services Press Operator

Department:	Business Support Services	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	26
Supervision Received From:	Supervisor, Business Support Services	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Performs skilled, journey-level work in operating and maintaining offset presses, cutters, folders, stitchers and other assigned equipment to produce a variety of printed materials.

DISTINGUISHING CHARACTERISTICS.

Print Services Press Operator performs responsible duties in operating single and multicolored offset presses and other related equipment to produce a variety of District business documents, brochures, forms and instructional materials in a full production print shop. The incumbent is also responsible for operating a variety of bindery and finishing equipment to cut, trim, fold and drill printed materials. Print Services Press Operator is distinguished from other classifications in its responsibility to utilize offset printing equipment, software and techniques to perform a wide variety of skilled duties in the print production of materials.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Performs skilled printing work; operates offset presses to produce a variety of materials including forms, reports, brochures, instructional documents and custom publications; sets up and adjusts stock weights and ink colors; uses digital tools to make metal and polyester printing plates; performs pre-press, print and bindery functions.
2. Maintains and cleans all machines/equipment; performs preventative maintenance, minor repairs and adjustments to offset presses; arranges for equipment repairs with service technicians and vendors; maintains inventory of supplies and material; maintains related files and records.
3. Operates a variety of bindery and finishing equipment to cut, stitch, fold, trim, drill, comb/coil bind, laminate and pad printed materials.
4. Provides customer service; responds to inquiries/concerns regarding production of printed materials.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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 responsible experience in operating an offset press and related equipment in a production print shop.

Education/Training: Equivalent to completion of the twelfth grade.

Knowledge of:

1. Practices and techniques of multicolored printing.
2. Operation, maintenance and care of offset presses and related printing and finishing equipment/materials, including plate makers, proofing systems, stitchers, binders, folders, cutters and other devices.
3. Typical paper stocks used in a full reproduction print shop; grades and weights of paper stock and ink colors/mixing processes.
4. Basic methods and techniques of graphic arts.
5. Proper English usage, spelling, grammar and punctuation.
6. Safety policies and safe work practices applicable to the work.

Skill in:

1. Setting up, operating and maintaining offset presses and a variety of related printing equipment.
2. Operating and utilizing a variety of pre-press/pre-printing equipment.
3. Following and applying safe work practices, methods and procedures in a print shop setting, including proper lifting techniques and mixing chemicals and inks.
4. Adjusting, maintaining, repairing and managing print shop equipment.
5. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
6. Maintaining inventory of printed materials and supplies.
7. Communicating effectively, both orally and in writing.
8. Understanding and following written and oral instructions.
9. Operating a computer and both standard and specialized software.
10. Responding to requests and inquiries from students, faculty and staff.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
12. Establishing and maintaining effective working relationships with all those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The incumbent works in a print shop environment around large, high-speed copiers, offset printing machines and related equipment where the noise level is generally loud; and is occasionally exposed to fumes and airborne particles.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to hear signal warnings and differentiate equipment

operating sounds; work near moving mechanical parts, use hands repetitively to finger, handle or feel objects or controls; lift, carry and move up to 50 pounds, and distinguish basic colors and shades.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.