

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: OFFSET PRESS OPERATOR

BASIC FUNCTION:

Under the direction of the Publications Supervisor, perform a variety of technical duties involved in the operation of offset presses and other duplicating equipment for the production and distribution of high quality printed materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate offset presses and other duplicating equipment for the production and distribution of high quality printed materials such as diplomas, bulletins, charts, drawings, graphs, booklets, handbooks, programs, certificates, forms, letters, newsletters, newspapers, tickets, envelopes, stationary letterheads and a variety of other District documents.

Receive, review and prioritize printing orders and related requisitions; assure completeness of requests; monitor production to assure deadlines are met; assure quality and accuracy of completed printing jobs.

Prepare and set up offset presses and other duplicating equipment for duplication activities, selecting and setting specifications as appropriate; determine and load appropriate paper; assure proper ink and water levels are applied and maintained to assure accurate color, balance and registration.

Shoot, strip and mask negatives for duplication; burn, etch, adjust and develop metal plates; utilize camera to shoot new plates; check folders for masters and plates and verify compatibility as needed; adjust offset presses as appropriate; configure and maintain appropriate press settings.

Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; prepare offset presses for extended production runs and monitor equipment during the printing process.

Clean, adjust and maintain equipment in efficient working condition; maintain inventory of printing supplies; replenish paper, ink and other materials; perform minor repairs on equipment; contact appropriate personnel for equipment repairs.

Operate a variety of printing and finishing equipment including a collator, drill, cutter, folder, stitcher, stapler, hole punch and binding machine; pad, staple, drill, fold, cut and bind materials as needed.

Communicate with District staff and outside agencies to exchange information and resolve issues or concerns related to printing orders, specifications, technical issues and other printing related matters.

Assist in the mixing of inks, driers and dampening solutions; utilize various chemicals for cleaning and maintaining water balance.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic print shop operation methods and practices.

Methods, practices, terminology and procedures used in the production of printed and graphic materials.

Operation, use, minor repair and maintenance of printing and related equipment.

Operation of offset press and peripheral equipment.

General bindery procedures and equipment.

Ink, chemicals and papers used in printing operations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic proofing techniques.

ABILITY TO:

Perform a variety of technical duties involved in the operation of offset presses and other duplicating equipment.

Produce quality printed work according to established production standards.

Learn department and program objectives and goals.

Meet schedules and time lines.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain, adjust and perform routine maintenance to equipment.

Apply ink and other chemicals according to established procedures and specifications.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience operating an offset press and high-speed digital reprographic and peripheral equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.

Noise from equipment operation.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate an offset press and other printing equipment.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Hearing and speaking to exchange information.
Seeing to view printing jobs and read a variety of materials.

HAZARDS:

Working around or with machinery having moving parts.
Chemicals used in the printing process.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

Adopted by BOT 1/25/03

Revised BOT 1/23/06