

SENIOR PRESS TECHNICIAN

DEFINITION

Under general supervision, operate and oversee the operation of offset printing equipment and digital reprographic machine and auxiliary print equipment, as well as other related pre and post press equipment necessary for the production of printed materials and mailing equipment.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Operates and oversees the operation of offset reproduction equipment, mailing equipment and complex digital reprographic equipment in the production of materials such as brochures, forms, bulletins, programs and envelopes.
2. Advises employees on design and layout of printing; strips negatives, mixes custom ink colors.
3. Operates other equipment such as electrostatic and metal plate equipment paper cutting, folding, perforating, scoring, drilling and collating equipment.
4. Maintains original hard copy and digital files, assists in establishing priorities for production scheduling.
5. Trains and supervises assistants; and bindery related work.
6. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Operation, techniques, adjustment and general maintenance of offset and other duplicating equipment including second color T-head press attachment; characteristics and use of papers and inks; various equipment used in binding and assembling printed material and the general maintenance of same. Methods, techniques, and procedures of quantity material duplication; inventory control and supply methods and techniques; record-keeping methods and procedures; safe working methods and procedures. Operation of folding, stuffing, labeling and sealing equipment required for mailing.

Ability to:

Organize work and estimate time and materials required; maintain accurate files and related records; skillfully operate offset duplicating equipment, digital reprographic, and bulk mailing equipment with speed and precision; learn to operate new equipment and adapt to changing technology; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade, preferably supplemented by course work in business operations; and three years of experience in the operation of offset printing equipment, complex digital reprographic machines, and mailing equipment.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a print shop setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a print shop setting; to stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.