

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

OFFSET PRESS OPERATOR

DEFINITION

To operate offset and direct impression duplicating machines in the reproduction of black and white, colored, and halftone materials; and to assist in directing the work of print shop staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory staff. Exercises technical and functional supervision over print shop staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Operates offset and direct impression duplicating machines in the reproduction of such materials as bulletins, booklets, forms and circular letters, brochures and manuals. Adjusts paper feed and guides for different weights and sizes of stock. Inks and adjusts rollers; regulates ink and repellant flow. Makes adjustments to machines and maintains them in good working condition. Maintains and files duplicating masters and stencils. Maintains metal plates used for duplicating materials. Operates photo-direct camera processor or electrostatic copier. Operates other equipment such as collator, stitcher, drill, paper cutter, folder, mimeograph, and ditto machines. Performs related work such as assembling and stapling reproduced materials. Assists in maintaining and ordering supplies and materials. Assists in training and directing print shop staff. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of the operation of offset and direct impression duplicating machines. Knowledge of types and uses of materials used in printing. Knowledge of printing layouts and basic graphics design. Knowledge of safe work practices. Ability to set up and operate adjustments to duplicating machines and to maintain them in good working condition. Ability to understand and follow oral and written instructions. Ability to work effectively in the absence of supervision. Ability to assist in the training and directing print shop staff. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

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:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Offset Press Operator (Continued)

Experience:

Two years of experience in operating a variety of printing equipment including an offset press.

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: _____ Date: