

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Offset Press Technician

Unit: Office Technical

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Job Code: J1488
Original Date: 01/1991
Last Revision: 02/2018
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 19

DEFINITION

Under the direction of an assigned supervisor or manager, perform a wide variety of complex tasks involving the operation of various offset presses, high-speed copiers, color copiers, and associated equipment; prioritize, coordinate, and produce complete printing jobs.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class are distinguished from the Production Services Assistant class by the assignment of duties involving journey-level technical knowledge of the offset press printing function. Incumbents are assigned primary responsibility for planning and prioritizing projects and implementing procedures, working with a minimum of direction and supervision. Incumbents in this class operate the most complex equipment, including dual-headed presses and high-speed copiers, and act as a lead offset press operator or as the sole operator in a high-volume print shop. Incumbents are assigned complex printing functions including multi-pass and multi-color productions.

EXAMPLE OF DUTIES

1. Provide training, guidance, and lead work direction to offset press operators and clerical staff to ensure an efficient and effective production process; provide input into the performance evaluation process as requested.
2. Plan, coordinate, and carry out the operation of duplicating machines, including dual-headed presses, high-speed copiers, color copiers, and related equipment in the reproduction of a variety of printed materials and projects.
3. Plan layouts, selecting appropriate duplicating equipment; provide assistance and advice to customers requesting duplicating jobs, including District and campus staff, instructors, and students.
4. Oversee and perform daily set-up and clean-up of equipment and duplicating area; maintain duplicating center in a clean, safe, and orderly manner.
5. Make minor repairs to presses, copiers, and equipment; arrange for vendor service for preventative maintenance and repair.
6. Operate related equipment such as binders, collators, cutters, and plate makers.
7. Maintain and update production records as required; order and maintain inventories of supplies and materials.
8. Keep abreast of technical developments in the field of specialty; research and recommend new duplicating products and procedures for improved department productivity.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code.
- Campus and District organization, operations, objectives, policies, and procedures.
- Health and safety regulations.
- Inks and paper stock used in duplicating work.
- Methods and practices of training and leadership.
- Operation and care of offset duplicating machines, including dual-headed presses, high-speed copiers, color copiers, and related equipment.
- Oral and written communications skills.
- Record-keeping techniques.
- Technical aspects of the field of specialty.

Skills and Abilities:

- Establish and maintain effective working relationships with District personnel at all levels.
- Lift heavy objects.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Plan, prioritize, and organize assignments.
- Recommend improvements in department operations and changes in policies and procedures.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Set up, operate, maintain, and repair offset presses, copiers, and related equipment.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively and communicate effectively.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school and three years of increasingly responsible experience as an offset press operator in a duplicating center.

WORKING CONDITIONS

Physical Requirements:

- Category II, subject to standing for long periods and lifting.

Environment:

- Moderate, duplicating center environment, subject to chemical fumes and noise of equipment.