

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Digital Color & Offset Technician

Unit: Office Technical

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Job Code: J1485
Original Date: 03/2011
Last Revision: 09/2017
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 digital color presses, high-speed copiers, and associated equipment; prioritize, coordinate, and produce high quality reprographics, digital production, and related services; ensure an efficient and effective production process.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class are distinguished from the Digital Color Assistant class by the assignment of duties involving journey-level technical knowledge of the offset press printing function. Incumbents are assigned primary responsibility for prioritizing offset press projects and procedures, working with a minimum of supervision and operating complex equipment, including dual-headed presses. Incumbents allocated to this class will assist the Digital Color Technician and provide back-up of Digital Color Technician assignments involving digital color press.

EXAMPLE OF DUTIES

1. Operate, organize, and prioritize the operation of duplicating machines, including dual-headed presses, digital color press and plate burner, high-speed copiers, and related equipment in the duplication/reproduction of a variety of printed materials and projects.
2. Operate related equipment, such as binders, collators, cutters, laminators, and paper drill.
3. Perform daily set-up and clean-up of equipment and duplicating area maintaining, it in a clean, safe, and orderly manner; make minor repairs to presses, copiers, and equipment; arrange vendor service for preventive maintenance and repair.
4. Prioritize, coordinate and produce complete printing jobs. Review requisitions, invoices, and related documents, and make recommendations as appropriate.
5. Work with graphic designers and consult on artistic production and clarity of printed product. Assist with layouts, selecting appropriate duplicating equipment; provide assistance and advice to customers requesting duplicating/reproduction work, including District and campus staff, instructors, and students.
6. Preflight customer digital files; visually inspect digital file to ensure designed pieces meet District specific print requirements; check that all fonts, images, and logos are embedded into the native design file; review job ticket instructions and layouts.
7. Maintain and update production records as required; prepare and maintain various files; order and maintain inventories of supplies and materials; perform a variety of related clerical duties as assigned.
8. Operate a motor vehicle to transport materials to meetings and clients as appropriate.
9. Keep abreast of technical developments in the field of specialty; research and recommend new duplication products and procedures for improved department productivity.
10. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Applicable sections of State and federal Health and Safety regulations.
Color separations and color converting.
District and campus organization, operations, objectives, policies, and procedures.
English usage, grammar, spelling, punctuation, and vocabulary.
Working knowledge of printing process, including paper stock and ink used in reproducing offset work.
Methods and practices of training and leadership.
Modern office practices, procedures, and equipment, including computer hardware and software.
Operation and care of high-speed digital color press, black and white production copiers, offset duplicating machines, dual-headed offset press, and related equipment.
Operation of digital scanner and desktop publishing software.
Oral and written communication skills.
Record-keeping techniques.
Technical aspects of the reprographics and field of specialty.
Technical requirements in preflighting digital files for output.
Working knowledge of color separations and conversions.

Skills and Abilities:

Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Handle multiple, high priority projects with attention to detail.
Lift 50 pounds.
Maintain confidentiality of a variety of sensitive information.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Operate computer and required publishing software.
Perform color separations and color conversions.
Plan, prioritize, and organize assignments.
Prepare files for print and preflight digital files for print production.
Recommend improvements in department operations and changes in policies and procedures.
Relate effectively with people from varied cultural and socio-economic background.
Safely operate motor vehicle.
Set up, operate, maintain, and make adjustments to offset presses and related equipment.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with minimal supervision.

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 AND two years of experience in digital color production and various workflow implementations related to prepress digital workflow, preparing files for print, as well as technical requirements required in preflighting files for output.

License:

Valid California driver's license.

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. May travel to locations throughout the District.