

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: 09/1999
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 19

DEFINITION

Under the direction of a departmental 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 QUALIFICATIONSKnowledge:

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

Skills and Abilities:

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

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 CONDITIONSPhysical Requirements:

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

Environment:

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