

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: OFFSET PRESS OPERATOR

BASIC FUNCTION:

Under the direction of the Manager, Facility Services, perform a variety of technical duties involved in the operation of an offset printing press and related peripheral and finishing equipment for the printing and production of various materials for the County Office.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the operation of an offset printing press and related peripheral and finishing equipment for the printing and production of various materials for the County Office such as forms, letters, notices, instructional materials and course catalogues; establish project time lines; assure completed projects meet established specifications and time lines.

Prepare and set up the offset press for printing activities, selecting and adjusting settings and specifications as appropriate; determine and load appropriate paper; assure proper ink and water levels are maintained for accurate color, balance and registration; utilize plate-makers.

Review work submitted for printing and reproduction; proofread work to assure completeness, quality and clarity of original copy; adjust offset press controls for size and thickness of paper; prepare plates for printing; calculate exposure time; reduce and enlarge text and images as needed.

Typeset, plan and layout text and images; select type style and size, fonts, spacing of letters and text lines; mix inks for color jobs; review completed jobs to assure proper application of paper weights and sizes, digital printing processes and ink.

Review completed jobs and monitor works in progress to assure accuracy and completeness; utilize finishing equipment to assemble, trim, bind, hole punch, drill, pad, fold, bind and staple reproduced materials; distribute completed projects.

Operate a variety of reprographic and finishing equipment including high speed copiers, folders, cutters, staplers, padding stands, drills, binders, stitchers, computers and assigned software.

Serve as a technical resource to County Office personnel and others concerning the production and duplication of materials; respond to inquiries and provide technical information concerning related originals, layouts, equipment, practices, techniques, policies and procedures.

Monitor inventory levels of printing supplies; order, receive and maintain adequate inventory levels of printing supplies as required; drive a vehicle to deliver completed printing projects as directed.

January 18, 2006

San Mateo County Office of Education

Assist County Office staff with the planning, development and lay-out of printing projects; estimate time and material requirements; confer with staff concerning printing needs and time lines; clarify project specifications as needed; calculate project costs.

Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to postage, printing projects, charges, reservations and assigned activities.

Clean and maintain equipment in efficient working condition; adjust and lubricate equipment as needed; clear paper jams; replace toner; perform minor repairs as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology, principles, processes and procedures used in the production of printed and graphic materials.

Operation of offset presses and related peripheral and finishing equipment.

General bindery procedures and equipment.

Types, qualities, weights and uses of ink, chemicals and papers used in offset press printing operations.

Page layout and graphic arts design techniques and procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Record-keeping techniques.

ABILITY TO:

Perform a variety of technical duties involved in the operation of an offset printing press and related peripheral and finishing equipment for the printing and production of various materials for the County Office.

Select and adjust printing settings and specifications as appropriate.

Prepare printing plates utilizing appropriate image-setting equipment.

Assemble, trim, bind, hole punch, drill, pad, fold, bind and staple reproduced materials.

Arrange, layout and make effective use of text and images.

Assure proper ink and water levels are maintained for accurate color, balance and registration.

Apply ink and other chemicals according to established procedures and specifications.

Maintain, adjust and perform routine maintenance to equipment.

Operate a computer and assigned software.

Meet schedules and time lines.

Maintain various records related to work performed.
Understand and follow oral and written instructions.
Observe health and safety regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years printing experience involving the operation of offset presses and related peripheral and finishing equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Print shop environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of print shop equipment and a computer keyboard.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Seeing to read a variety of materials and monitor printing operations.
Bending at the waist, kneeling or crouching to retrieve and store supplies.
Reaching overhead, above shoulders and horizontally.
Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.