SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PRINT SHOP TECHNICIAN

BASIC FUNCTION:

Under the direction of the Office Support Supervisor, operate offset duplicating machines, printing presses, and peripheral equipment to produce printed materials for the District.

REPRESENTATIVE DUTIES:

Operate one color and two color head offset printing presses in the reproduction of materials such as letterhead, envelopes, business cards, flyers, programs, and various multiple color publications and forms requiring high quality color ink work with extreme registration requirements; print three and four color jobs. E

Maintain and operate a variety of other equipment such as the automated in-line offset press, Docutech/Digipath, scanner, copier, and related equipment. *E*

Make silvermasters and plates; clean, change, and mix hazardous chemicals to maintain silvermaster platemaker. *E*

Adjust paper feed and guides for different weights and sizes of stock; ink and adjust rollers; adjust tack and body of ink and mix fountain solution chemicals to appropriate pH level as necessary. *E*

Maintain and operate a variety of peripheral equipment in the print shop including paper cutting, binding, folding, and collating machines as well as booklet maker, drill, and shrink wrapper; assemble, package, and staple reproduced material as necessary; assist in wrapping publications. E

Maintain, adjust, clean, and assure proper preventive maintenance techniques and procedures are performed on various machines and equipment; ensure good working condition. E

Maintain duplicating master and other files; maintain a variety of records of work completed including production log sheets and ink inventory sheets as required. E

Operate a variety of office equipment including a computer; utilize various computer applications and software packages. *E*

Contact customers by phone or in person to answer questions regarding work submitted.

Deliver finished work as assigned.

Assist in maintaining supplies and materials as directed.

Train and provide work direction to student workers and Production Assistants as assigned.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Proper methods, materials, tools, and equipment used in the set up, operation, maintenance, and repair of printing, bindery, and related equipment.

Paper stocks, sizes, and inks.

Appropriate safety precautions and procedures.

Print Shop Technician - Continued

Simple record-keeping techniques.

Office procedures, methods, and equipment including computers and applicable software applications.

ABILITY TO:

Operate printing machines including offset printing presses, duplicating machinery, binding machinery, platemaker, copy machine, and similar equipment in a safe and effective manner.

Maintain routine records.

Maintain inventory.

Order and maintain adequate supply of paper stock and materials.

Work cooperatively with others.

Train and provide work direction to others.

Plan and organize work to meet changing priorities and deadlines; meet schedules and time lines.

Operate office equipment including computers and supporting software applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Make mathematical calculations and measurements.

Understand and follow oral and written instructions.

Work independently in the absence of supervision.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in operation of offset presses.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.

Noise from working in a print shop production area.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate specialized equipment.

Standing for extended periods of time.

Bending at the waist.

Reaching overhead, above the shoulders, and horizontally.

Lifting moderately heavy objects.

Seeing to read and verify data and prepare various materials.

HAZARDS:

Hazardous chemicals.

Working with machinery having moving parts.

Loud noise of printing and bindery equipment.

Revised: August, 2002 Johnson & Associates