

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PRINT SHOP COORDINATOR

BASIC FUNCTION:

Under the direction of Office Support Supervisor, plan, organize, coordinate and oversee the day-to-day operations of the print shop; prioritize, assign and participate in print production work; operate an automated in-line system offset press and perform maintenance and repair on print shop equipment as appropriate.

REPRESENTATIVE DUTIES:

Plan, organize and perform printing services for the District to assure timely and effective services; maintain prescribed standards of work production. *E*

Coordinate, train and assign work of other employees, including student workers; provide advice and assistance to others regarding proper application of duplicating processes, paper weights and sizes, inks and other related information. *E*

Implement and maintain a preventive maintenance program to oil, grease, adjust and clean presses to assure effective operation; adjust and repair equipment and install replacement parts as appropriate; determine service and repair needs and schedule appropriate service with outside agencies as necessary. *E*

Operate an automated in-line system offset press and perform maintenance and repair on print shop equipment as appropriate; operate an offset press in the reproduction of materials such as bulletins, booklets, forms, graphs and special publications for the district. *E*

Receive and initiate phone calls to resolve printing problems and to provide or obtain information; communicate with vendor representatives concerning use of products. *E*

Develop and implement improved working procedures to maximize efficiency of the print shop; estimate and calculate accurate time and materials needed and maintain and submit records according to established procedures; maintain a variety of related records and reports as directed. *E*

Receive and check ordered materials and assure proper storage; recommend purchases according to established guidelines; monitor and maintain supply inventory. *E*

Prepare negatives on process cameras; make electrostatic and electrostatic silver masters; strip negatives and make metal plates; process different types of masters by techniques such as moistening, desensitizing, fusing and preserving; make line and half-tone masters. *E*

Adjust paper feed and guides for different weights and sizes of stock; ink and adjust rollers; regulate ink and repellent flow. *E*

Operate a variety of other equipment such as paper cutting, binding, folding, preserving and modular collating system for a variety of applications. *E*

Assist the Supervisor with performance evaluations of print shop personnel as assigned.

Assemble and staple reproduced material as necessary; assist in wrapping publications.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practice of providing training and work direction.

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

Paper stocks, sizes and inks.

Appropriate safety precautions and procedures.

Basic record keeping techniques.

Technical aspects of field of specialty.

ABILITY TO:

Plan, organize and assist in prioritizing duplicating services to assure maximum efficiency and quality products in a timely manner.

Perform skilled set up, operation and maintenance of a variety of duplicating, bindery, printing and related equipment.

Develop and implement improved procedures and processes to maximize print shop operational efficiency.

Train others in the proper methods, materials and tools used in the operation and maintenance of duplicating, bindery, printing and related equipment.

Receive and provide related information as required.

Operate standard offset duplicating machine and peripheral equipment.

Maintain records.

Maintain inventory.

Order and maintain adequate supply of paper stock and materials.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and short time lines.

Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including college-level course work in computerized graphic arts area and three years of increasingly responsible experience as an Offset Press Operator.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.
Noise from working in a 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.
Moderate lifting.

HAZARDS:

Chemical fumes.
Working around machinery having moving and sharp parts.