



Printer

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
639	Non-Exempt	7 – Skilled Crafts Workers	ATU	6- Purch/Mat	1992	NA	1 of 1

DEFINITION: Under general supervision; operates and performs minor maintenance on offset and associated equipment to produce a variety of prints and materials for District departments.

REPORTS TO: The Print Shop Supervisor, or designee.

ESSENTIAL FUNCTIONS may include, but are not limited to the following:

- Operates offset presses in a production setting to print District forms, timetables, letterhead, envelopes, stationary, short run booklets, brochures, multi-colored covers, text pages, maps, and other printed materials.
- Selects appropriate papers and ink, and loads into ready equipment for production.
- Makes plates for duplicating, and adjusts equipment for printing.
- Operates and adjusts equipment in order to collate, trim, fold, drill holes, staple, bend, and otherwise process printed materials.
- Cleans and adjusts equipment; performs maintenance and makes minor repairs; and notifies Print Shop Supervisor or maintenance contractor when major repairs are required.
- Operates copy reproduction equipment to produce production copies.
- Confers with District staff regarding printing needs and duplicating equipment and operations; and provides technical advice as required.
- Distributes finished materials to appropriate District offices.
- Maintains records and logs of work performed
- Maintains files and an adequate stock of supplies; informs the Print Shop Supervisor regarding supply needs; and transports paper and other supplies to work station, as needed.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Offset duplicating and related paper processing equipment operation; maintenance and minor repair of current state-of-the-art printing equipment; supplies used in the printing process, including various inks and their applications, as well as paper stock in various weights and types; and basic office and record-keeping practices.

Ability To: Operate offset duplicating and related paper processing equipment on a continual basis under deadline in a production environment; understand and follow instructions; maintain files and records of work performed; organize work and meet production deadlines; and establish and maintain effective working relationships with those contacted in the course of the work using principles of good customer service.

Experience: One (1) year experience in the operation of offset duplicating and related paper processing equipment. An equivalent combination of training and/or experience that provides the required knowledge, skills and abilities may be substituted.

Special Requirements: Must be physically capable of operating the printing machinery for extended periods of time, and have sufficient strength to lift boxes of paper weighing up to 50 or more pounds. Must be able to tolerate the Printshop working environment which includes machine noise, ink, solvents and spray powders. Work is often performed under deadlines.

NOTE: This job description was written in 1992. The language has not yet been revised. For practical reasons, it has been transcribed in the MS Word electronic format. (9/26/03)