

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFSET EQUIPMENT OPERATOR

BASIC FUNCTION:

Under the direction of the Print Shop Supervisor, operate offset duplicating equipment and peripheral equipment to reproduce a variety of printed materials in a timely and efficient manner.

REPRESENTATIVE DUTIES:

Operate offset duplicating equipment in the reproduction of bulletins, booklets, instructional materials, Board packets and other materials. **E**

Operate electrostatic master maker; make plates and develop for presswork. **E**

Set up, scan and process images for printing; utilize various system functions to prepare documents according to specifications. **E**

Adjust paper feed and guides for different weights and sizes of stock. **E**

Ink and adjust rollers; regulate ink and repellent flow; make minor adjustments to machines and maintain in proper working conditions. **E**

Receive and shelve stock and related materials; prepare order lists for materials and submit to appropriate personnel for review; maintain log of impression counts. **E**

Operate other equipment such as hydraulic paper cutter and perform related bindery work, such as assembling and stapling reproduced materials. **E**

Perform minor custodial work and maintain print shop in a clean and safe condition; clean sinks, sweep floors and empty trash as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, materials, tools and equipment used in set up, operation and maintenance of offset duplicating equipment.

Paper stocks, sizes and inks.

Basic computer operation.

Appropriate safety precautions and procedures.

Technical aspects of field of specialty.

ABILITY TO:

Set up and operate offset duplicating and graphics machines and peripheral equipment.
Maintain equipment and machines in proper working condition.
Maintain related log.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two year of experience in the operation of automatic offset duplicating machines and related printing machines including some experience with color printing.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.
Fumes and constant noise.

PHYSICAL ABILITIES:

Lifting, carrying and pushing heavy objects.
Standing for extended periods of time.
Dexterity of hands and fingers to operate print shop equipment.
Bending at the waist to pick up and move materials.
Seeing to monitor the operation of equipment.

HAZARDS:

Subject to fumes and constant noise.