

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Offset Press Operator	REPORTS TO:	Graphics Services Supervisor
DEPARTMENT:	Graphics	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-33/CSEA 125 Salary Schedule

(Former Classification: Lead Offset Press Operator)

BASIC FUNCTION:

Under general direction of an assigned supervisor, operate complex computer, offset press and other equipment for the production and distribution of high quality printed materials in a reasonable, timely manner to meet the needs of students and staff; operate paper cutter and other related printing equipment; train and provide work direction and assistance to others.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Efficiently and effectively operate complex offset press, computer-aided high speed copying machines, collating machines, binding equipment and other copy machines or peripheral printing equipment for the production and distribution of high quality printed materials in a reasonable, timely manner to meet the needs of the District. *E*

Train and provide clear work direction and assistance to others as needed. *E*

Make offset plates from negatives; clean and prepare masters for duplicating. *E*

Perform routine services and maintain equipment in efficient and safe working order; load paper, make appropriate adjustments, and identify and resolve problems as appropriate; notify supervisor of malfunctions and problems as necessary to assist in providing a safe, clean and orderly working environment. *E*

Operate a paper cutting machine to trim and cut large paper stock to appropriate size and dimensions; collate, assemble, cut, hole punch, bind, staple and package reproduced materials. *E*

Communicate with printing personnel to ensure efficient operation of equipment for the completion of requested work; communicate with District staff regarding print job orders and concerns to provide professional services in a reasonable, timely manner. *E*

Move pallets and stock paper and printing supplies. *E*

Maintain inventory according to established guidelines to provide timely delivery of high quality services; accurately maintain routine records as assigned; assist in receiving and stocking inventory of materials and supplies. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience operating offset presses and digital typesetting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, processes and equipment used in offset printing, duplicating and high speed photocopying.
Operation of an offset press, copying machine and peripheral equipment.
Inks and paper stock used in printing.
Accurate record-keeping techniques.
Principles of training and providing work direction.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and software programs to perform assigned duties.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Efficiently and safely operate offset press and peripheral equipment.
Maintain, adjust and perform routine maintenance to equipment.
Produce high quality and timely printed work according to established production standards.
Train and provide work direction to a diverse range of people.
Learn new or updated equipment, computer systems or software programs to apply to current work.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Complete work with many interruptions.
Plan, prioritize and schedule work to meet schedules and timelines.
Work independently with little direction.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment; subject to noise from equipment operation and fumes from ink and cleaning compounds.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, lifting heavy objects; dexterity to operate a variety of print shop equipment; standing or sitting for extended periods of time; reaching overhead, above the shoulders and horizontally; bending at the waist; carrying, pushing or pulling; seeing to proof completed work; hearing and speaking to exchange information.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions