

East Side Union High School District

JOB TITLE: Reproduction Equipment Operator II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To operate offset printing press(es) and related printing/copying equipment for the purpose of reproducing a variety of printed materials. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this job class may monitor and direct the work of others in a lead capacity. This job class is responsible for the accurate and timely completion of printing projects and for the safe and proper operation of offset presses and related equipment. This job class functions at a journey level of classification. This job class differs from the Operator I class in that the majority of time is spent in the operation of offset printing presses.

SUPERVISOR: As assigned

TYPICAL DUTIES

Operates offset presses to reproduce a variety of printed materials for District school(s) and/or offices

Receives orders for reproduction; determines appropriate equipment and paper to be used; and runs required number of copies

Prepares machine for operation; cleans rollers, adjusts machine for paper type and weight, adjusts ink and water levels

Establishes work priorities and time lines for printing/duplicating jobs

Cleans machine(s) regularly and arranges for preventative maintenance and repair service calls

Operates a variety of equipment to process printing projects such as, reduction/enlargement camera, copiers, drill hole puncher, collator, paper jogger, and paper cutter

Counts, assembles, wraps, sorts, boxes, and ships/ distributes outgoing materials to proper school, staff, or office

Orders and maintains proper inventory of supplies and stock levels needed to accomplish printing functions to include paper stock, ink, chemicals, solutions, and other materials

Cuts, collates, pads, binds, punches, folds, staples, and assembles completed printed materials

Proofs completed work to ensure accuracy and compliance with job requests/orders

Maintains accurate records related to printing projects such as requests received, departments submitting requests, materials printed, and completed work orders

Trains and directs the work of others as required

Performs related duties as required

EMPLOYMENT STANDARDS

Knowledge of offset press machines and methods of adjusting equipment for proper operation

Knowledge of general and specialized procedures, methods and techniques used in offset printing and other duplication operations

Knowledge of types, qualities, weights, and uses of paper, inks, solvents, and various patented products made for the use of offset press machines

Ability to operate and adjust an offset press machine efficiently and safely

Ability to safely and efficiently operate auxiliary equipment including reduction/enlargement camera, copier, paper cutter, drill hole puncher, collator, etc.

Ability to understand and carry out oral and written instructions

Ability to organize and prioritize work orders and work activities and effectively schedule duplication processing work tasks

Ability to prepare and maintain routine records and filing systems

Ability to perform arithmetical calculations accurately

Ability to communicate effectively in both oral and written forms

Ability to estimate supplies and other resources needed for printing work

Ability to meet the physical requirements necessary for the successful performance of required duties

Ability to maintain effective work relationships with those contacted in the performance of required duties

Creation date: 10/85