

PRINTING TECHNICIAN

Definition:

To perform a variety of technical activities involved in the operation of offset printing presses, plate makers, and related peripheral and finishing equipment in the printing and reproduction of various materials for the County Office.

Distinguishing Characteristics:

This 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 requires initiative and adherence to scheduling priorities to accomplish the timely completion of incoming work orders. This is the journey level classification in the series.

Supervision Exercised and Received:

Employees in this classification receive general supervision from the Director of Operations within a framework of standard policies and procedures. Daily direction is provided by the Lead Printing Technician.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Operates offset printing presses to print and reproduce a variety of materials for schools and offices such as forms, business cards, lesson plans, guides, bulletins, catalogs, programs, directories, envelopes journals and reports; assists in establishing project time lines and priorities; assists in assuring completed projects meet established specifications and time lines;
- Receives and reviews work submitted for printing and reproduction; checks for quality in camera-ready originals to assure completeness, quality and clarity of original copy; adjusts offset press controls for size, type, weight and thickness of paper; prepares plates for printing; calculates exposure time; reduces and enlarges text and images as needed;
- Prepares and sets up offset printing presses for operation and printing activities, selecting and adjusting settings and specifications as appropriate; determines and loads appropriate paper; performs multi-color and close register work; assures proper ink and water levels are maintained for accurate color, balance and registration;
- Sets up and operates finishing equipment to cut, collate, staple, assemble, bind, hole punch, drill, pad, stitch and fold printed materials;
- Plans and lays out assigned printing projects; serves as an informational resource to and assists customers, County Office staff and others with the planning, development and lay-out of printing projects and related specifications; confers with staff concerning printing needs and time lines;
- May prepare cost estimates on printing jobs, when assigned;
- Determines and loads appropriate paper stock for printing and reproduction projects; operates and sets up plate-maker to produce plates and negatives; prepares and develops masters and plates utilizing photographic equipment according to established procedures and specifications;
- Services and cleans offset presses, rollers, plate-makers, cameras and other assigned equipment; makes adjustments and performs maintenance and minor repairs to machines; maintains equipment in proper working condition;
- Typesets, plans and lays out text and images; selects type style and size, fonts, spacing of letters and text lines; mixes inks for color jobs; reviews completed jobs to assure proper application of paper weights and sizes, digital printing processes and ink;
- Operates a variety of reprographic and finishing equipment including cutters, binders, folders, drills, padding machines, printers, collators, scanners, cameras, computers and assigned software;
- Reviews completed jobs and monitor works in progress to assure accuracy, completeness, clarity of text and images, and compliance with established standards; prepares and packages completed projects for shipment and delivery; prepares and follows up on billings;
- Maintains records and files related to printing orders, expenditures and assigned activities;

- Monitors inventory levels of paper, ink and other printing supplies; receives, stocks, assists with ordering and maintains inventory of supplies;
- Maintains direct and close communication with County Office staff, outside agencies and the public; contacts others to request information and resolve issues and discrepancies;
- Drive a vehicle to various County Office locations along assigned routes to pick up, deliver and distribute various printing projects, when assigned;
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Proper and safe operation of offset printing machines and related peripheral, printing and finishing equipment, and methods of adjusting equipment for proper operation;
- General bindery procedures and related equipment operation;
- Types, qualities, weights and uses of paper, inks, solvents and various other products used with offset printing machines;
- Multi-color and ink mixing techniques and practices;
- Vehicle operation and safe driving techniques;
- Basic operation of high-speed copiers;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Standard office machines, including computers;
- Mathematical calculations;
- Safe work practices.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files;
- Maintain orderly work environment and perform tasks in a prescribed and safe manner;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Understand and apply principles, techniques and procedures required for effective job performance;
- Work independently and make sound decisions within established guidelines;
- Operate offset printing presses and auxiliary equipment including collator, paper cutter, electric stapler, padding press and master maker;
- Estimate needed printing materials, supplies, time and resources necessary to complete printing jobs;
- Communicate effectively in both oral and written forms;
- Understand and carry out oral and written instructions.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

- Three years printing experience involving the operation of offset presses and related peripheral and finishing equipment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and stand for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a offset presses, finishing equipment, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use offset, printing, and other equipment.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Lifting fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance.
- Must have normal (20/20) vision, corrected or uncorrected.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.