

PRINTING PRESS TECHNICIAN

DEFINITION

Under general supervision, operate and maintain offset printing and related duplicating, finishing and binding equipment in the production of printed materials and do related work as required.

EXAMPLES OF DUTIES

Use and may instruct others in the use of duplicating and reproduction machinery; receive, review, bill, and schedule print orders; utilize billing software; Operate, maintain, clean and perform minor repairs to offset press and related equipment, including but not limited to plate makers, line cameras, collators, power and manual staplers, power drills, binding machinery, shrink wrapper, padding machines and paper cutters; prepare offset plates, including registration for two or more color separations; perform press setup work; bind, staple, drill, collate and fold printed materials as required; prepare line negatives and halftones from originals; use various computer programs for typesetting and job set-up; receive, store and distribute supplies and forms; maintain clean and safe work and shop areas.

QUALIFICATIONS

Knowledge of

Operation and maintenance of offset press and related equipment; paper stock, inks and printing supplies; darkroom procedures, including negatives and halftones; methods of safe and efficient operations of equipment.

Ability to

Set-up, operate, adjust, clean and make minor repairs to press and related equipment; use computer software to assist in printing; plan and organize work; estimate time and material required; make basic arithmetic computations, cut paper stock to various sizes; operate various types of equipment for handling of stock, such as pallet jack and various fork lifts; carry out oral and written instructions; keep records and files; follow operational procedures and related processes; maintain and establish cooperative working relationships.

Experience

Three years of experience in offset and related equipment operation which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent lifting and maneuvering of up to 50 to 60 pounds, with occasional lifting and maneuvering of up to 100 pounds with assistance. Frequent standing or

walking much of the time with some twisting, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses

Possession of a valid and appropriate California Driver's License, if required; State Operator's License for Lift Trucks.

Board Approved: September 10, 1980

Revised: June 11, 1991

Revised: May 11, 1999

Revised: February 8, 2005 effective March 1, 2005

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