

DESERT COMMUNITY COLLEGE DISTRICT

PRINT SHOP TECHNICIAN

BASIC FUNCTION

Under the direction of the Administrative Services Supervisor, operate manual and automatic duplicating and copy equipment for reproduction of a variety of camera ready, typewritten, printed or art layouts; operate related reproduction shop equipment; perform maintenance and minor repairs to equipment as necessary.

REPRESENTATIVE DUTIES

Operate duplicator copier; program copier for special orders; review and prioritize orders to meet schedules and time lines; assemble jobs for accurate dissemination from copier. *E*

Operate offset and direct impression duplicating equipment in the reproduction of materials including bulletins, booklets, curriculum guides, forms, catalogs, letterhead and other items. *E*

Adjust paper feed and guides for weights and sizes of stock; ink and adjust rollers; regulate ink and repellant flow. *E*

Make routine adjustments and minor repairs to equipment; clean and maintain equipment in good working order. *E*

Perform binding work as necessary; utilize a spiral drill and manual spinal binder. *E*

Operate a variety of equipment related to duplicating duties including a high speed copier, drill press, cutter, folding machines, collator, wrapper and other related equipment. *E*

Collate, sort, staple, stitch, drill, pad, fold, trim, bind, wrap and box reproduced materials.

Maintain routine records as assigned; calculate work log.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: High speed copier programming methods and techniques; principles, processes and equipment used in offset printing; operation and care of offset press and peripheral equipment; inks and paper stock used in printing; record-keeping techniques; health and safety regulations; interpersonal skills using tact, patience and courtesy.

Ability to: Operate and program high speed copier according to job specifications; operate offset press and peripheral equipment; maintain and adjust equipment and make minor repairs; produce quality printed work according to established production standards; understand and follow oral and written directions; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; maintain work pace appropriate to given work load; meet schedules and time lines; complete work with many interruptions; work independently with little direction; stand for extended periods of time; bend at the waist; reach overhead, above the shoulders and horizontally; lift moderately heavy objects.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and one year of experience in the operation of automatic offset duplicating machines.

WORKING CONDITIONS

Environment: Print shop environment. Noise from working in a production area.

Hazards: Hazardous chemicals. Working around machinery having moving parts.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions

PST.DOC
RANGE 9
6/98