

PRINTING/REPROGRAPHIC/BINDERY TECHNICIAN

CLASS SUMMARY

Performs minimally complex operations on printing, reprographic and bindery equipment. Operates and maintains a variety of production bindery equipment to produce finished printed materials. Performs a variety of tasks involving reprographic services that use small offset printing presses or high volume network printers/copiers. Works under general supervision with some latitude for the use of initiative and independent judgment. Performs other duties as assigned.

REPRESENTATIVE DUTIES

- Read job tickets to determine printing specifications.
- Set up and operate small offset printing equipment.
- Output files to printers via network.
- Operate automated high volume bindery equipment such as paper cutter, shrink-packaging system, folding and binding machines, drill, and create pads using compound applicator.
- Strip negatives, make line and half-tone film, process metal plates, operate darkroom equipment.
- Prepare fountain solutions and mix ink to specified colors.
- Install plates, set and adjust press controls and attachments.
- Troubleshoot and make minor adjustments to machines; perform routine maintenance to keep equipment in good working order.
- Monitor equipment operations for quality control.
- Clean and file negative plates and job tickets.
- Understand and follow oral and written instructions.
- Deliver jobs as needed.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the college district publications manager, providing support to the publications team in the development of printed and copied materials.

DESIRABLE QUALIFICATION GUIDE

Experience and Education

High school diploma. At least five years experience with offset printing, equipment maintenance and operations. Knowledge of printing production processes.

PRINTING/REPROGRAPHIC/BINDERY TECHNICIAN CONT'D

Knowledge and Abilities

Knowledge of offset printing processes used in line, halftone, and multiple color projects.

Knowledgeable about ink, water and paper stocks used in reprographic work. Experience using desktop publishing and related software; organizing job orders and maintaining production records. Ability to lift, carry and stack objects up to 25 lbs frequently and up to 50 lbs.

Working Conditions

Work environment includes machinery and equipment that produces excessive noise, work involves standing for extended periods of time, frequent bending, twisting and occasional squatting. Incumbents are exposed to chemicals and fumes inherent in an offset print environment.

License

A valid California drivers license.