

Oak Grove School District

JOB TITLE: PUBLICATIONS EQUIPMENT OPERATOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To operate and maintain an offset press, copiers and auxiliary equipment in the reproduction of a variety of printed materials. Employees in this classification receive limited supervision from a Purchasing, Warehouse & Publications administrator or his/her designate within a framework of standard policies and procedures. This job class exercises responsibility for accurate and timely volume reproduction of printed materials for the District.

TYPICAL DUTIES

- Operates and maintains offset press, copiers, duplicators and auxiliary equipment
- Prepares machines for operations; cleaning rollers/glass, choosing correct blanket for press, adjusting machine for paper type and weight, adjusting flow of repellent solution and bringing ink to proper consistency
- Changes blankets and cleans, oils, adjusts, and generally maintains equipment in good working condition
- Receives work orders for offset/copier reproduction, and runs the required number of copies
- Operates all bindery equipment
- Performs related support duties such as counting, assembling, wrapping, sorting, and boxing outgoing materials
- Maintains inventory for supplies for press and plate maker
- Receives and stores stock
- Makes minor repairs and lubricates equipment as needed
- Contacts vendors and/or service representatives regarding equipment breakdown/maintenance
- Reproduces a wide variety of curriculum materials, booklets, bulletins, business forms, letters, reports, pamphlets, and other publications including the use of color
- Makes photo direct masters, according to printing needs

TYPICAL DUTIES (Continue)

- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

- Knowledge and skills of the safe use and operation of an offset press, copiers and related equipment
- Knowledge of printing methods and techniques
- Skill to communicate effectively in both oral and written form
- Skill to meet deadlines
- Skill to perform minors repairs and maintains equipment
- Skill to understand and follow oral and written directions in an independent manner
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Skill to expose and develop printing plates
- Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, visual acuity/depth perception/visual accommodation