

FONTANA UNIFIED SCHOOL DISTRICT

PRINTER/PUBLISHER OPERATOR I
Range 14

Definition:

Under direct supervision, operates electronic digitized printer/publishers in the reproduction of varied camera, typewritten, printed or art layouts; operates related reproduction shop equipment, performs related clerical activities; performs related duties as required.

Examples of Duties:

1. Operates electronic digitized printer/publishers and high speed copiers to reproduce bulletins, booklets, curricular guides, forms, syllabuses, standard stock catalogs, letterheads, confidential materials, and other work.
2. Adjusts paper feed and guides for sizes of stock.
3. Cleans machines and maintains in good working order.
4. Operates a wrapping machine and may operate related equipment occasionally.
5. Collates, sorts, staples, and stitches reproduced material.
6. May assign or direct the work of students.

Minimum Qualifications:

Knowledge of:

Operation and care of electronic digitized printer/publisher, offset presses, and high speed copiers; ink and paper stock used in duplicating work; general bindery procedures; methods of laying out work for reproduction; correct English usage, spelling, grammar and punctuation; preparation of electrostatic and metal plates used in reproduction operation.

Ability to:

Operate offset presses and high speed copiers, and equipment used in reproduction activities, make adjustments to offset presses and related equipment; maintain duplicating equipment in good working condition; work under pressure in meeting deadlines; follow and carry out oral and written directions; work cooperatively with those contacted in the course of work.

Experience:

One year of experience in the operation of electronic digitized printer/publishers and related equipment.

Education

Completion of twelfth grade or equivalent.

Physical Demands and Working Conditions:

Lifting and/or carrying 75 pounds maximum with frequent lifting and/or carrying of objects up to 50 pounds. Work requires standing for prolonged periods of time; daily exposure to high noise levels and dust particles.