

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINTING TECHNICIAN (RANGE 22)

BASIC FUNCTION:

Under direction of the Print Shop Supervisor, perform a variety of skilled and difficult work involved in the operation and maintenance of offset printing equipment to produce high quality half-tone, multi-color, and multi-copies of typed and photographed materials; perform photographic stripping, camera, and bindery operations.

REPRESENTATIVE DUTIES:

Perform a variety of skilled and difficult work in setting up, operating, adjusting, and maintaining offset presses, duplicating machines, and related equipment involved in the reproduction of such materials as brochures, booklets, letterheads, stock forms, posters, programs, bulletins, reports, and circular letters. *E*

Produce high quality half-tones, multi-color or duo-tones register work. *E*

Adjust equipment as necessary to maintain specified high quality of reproduced materials; perform preventative maintenance and minor repairs on printing equipment; assist with major repairs as assigned. *E*

Perform lithographic camera work process, layout and photographic stripping, and platemaking. *E*

Operate related equipment such as paper cutter, collator, binding, drilling, folding, shrink wrap and stapling machines; package and ship to District location. *E*

Train and monitor the work of student aides as assigned.

Move boxes and equipment as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, processes and equipment used in offset printing, duplicating and high speed photocopying.

Operation of an 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 offset press and peripheral equipment.

Maintain, adjust and perform routine maintenance to equipment.

Produce quality printed work according to established production standards.

Understand and follow oral and written directions.

Operate a variety of finishing equipment.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of experience in the field of duplication and/or reproduction including some experience in multi-color separations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Noise from equipment operation.

PHYSICAL ABILITIES:

Lifting and moving boxes.

Standing for extended periods of time.

Dexterity of hands and fingers to operate assigned equipment.

Seeing to read various materials and instructions.

HAZARDS:

Various photographic developing chemicals and associated fumes.