CLASS TITLE: **PRINT SHOP EQUIPMENT OPERATOR**

DEFINITION: Under the general supervision, performs work of moderate difficulty in the operation of an offset press, digital imager, copy machine and other machines for the duplication and reproduction of forms and other materials, and performs related work as required.

EXAMPLE OF DUTIES:

- Operates printing and copy machines and other duplicating and related office reproducing devices
- Collates, assembles, trims, binds and staples reproduced materials
- Prepares master and plates of duplicating
- Performs cleaning activities on duplicating and related equipment
- Receives and issues supplies and forms
- Files masters and plates
- Keeps records
- Stocks and picks up supplies
- May advise on the preparation arrangement of covers, illustrations and printing materials
- Maintains the office in a clean and orderly condition
- Provides back up answering the phone
- Delivers reproduced copies to offices
- Assists with training on print shop equipment

DESIRABLE QUALIFICATIONS:

Training and Experience:

A combination of training and experience equivalent to one year experience in the operation of print shop equipment..

Knowledge of:

- Reading, spelling and basic arithmetic
- Operating methods and usage of print shop equipment
- Standard office methods and practices

Skills in:

- Understanding and carrying out oral and written instructions
- Operating print shop equipment
- Organizing work and estimating time and materials required
- Establishing and maintaining effective working relationships with others.

Ability to:

- Lift up to 50 pounds

Licenses and Certificates:

- A valid California driver's license