PRINT PRODUCTION/SERVICE TECHNICIAN

DEFINITION
Under general supervision perform semiskilled and skilled maintenance, repair and diagnostic tasks in the upkeep of print shop equipment;

set-up and operate an offset press and other production equipment, with majority focus on multi-color work;

perform skilled technical layout, set-up and production tasks utilizing presses and other equipment. Resolve mechanical and print production problems related to usual and normal use of equipment.

EXAMPLES OF DUTIES
Perform routine preventive/resolution maintenance including periodic inspections, servicing, cleaning, lubricating, adjusting, minor repairs and tracing electronic circuits of print shop equipment;

review duplication and printing requests and advise users regarding material layout, design, paper and ink qualities, and production timelines;

perform liaison services to printing vendors regarding material, design, layout, and the determination of ink, paper and other factors concerning the production process;

assist the Production Manager in prioritizing production work;

perform skilled technical printing production related tasks, including the development of paper and metal plates, layout and camera work;

stripping of negatives and positives, reflection density readings, half-tones, transparency, screening, enlarge/reduce, special effects, diffusion transfer prints and color separation;

provide technical evaluation of equipment performance of the print production;

operate offset presses to attain more highly technical and sophisticated 2-color/4-color processes.

QUALIFICATIONS
Knowledge of:
Symptoms of malfunctioning of equipment when substandard quality comes off the presses;

methods, practices, and techniques of printing production and graphic arts processes and procedures;

modern duplication and printing materials, supplies, and equipment, including a variety of peripheral equipment;

printing format, design, layout, and preparing of camera ready material for print production functions;

ink and paper properties, characteristics and specific uses;

mixing inks for colors and to accommodate various paper grades;

English usage, grammar, punctuation, and arithmetical calculations;

safe working methods and procedures.

Ability to:
Diagnose equipment problems as indicated by symptoms appearing on finished product;

maintain various mechanical print production equipment;

perform skilled and technical print production functions;

accurately estimate parts, material and labor costs in maintaining equipment and print production jobs;

understand and carry out oral and written directions with minimal accountability controls;

establish and maintain cooperative working relationships;

to be trained in equipment repair.

Experience:
Three (3) years of experience in production printing, graphic arts, camera layout and printing setup functions. One year of experience in servicing, maintaining and repairing print shop equipment.

Education:
Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in production printing, graphic arts, camera, or related subject areas.

Conditions of employment:
Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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