

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED AUGUST 2020
RANGE: 38.0
CLASSIFIED
CODE: 4

OFFSET/DIGITAL PRESS OPERATOR

DEFINITION

Under general supervision, set up and operate an offset and/or digital press, copier, booklet maker, collator, and other related material reproduction equipment;

adjust, clean, and maintain an offset and/or digital press and related reproduction and bindery equipment;

do other related work as required.

EXAMPLES OF DUTIES

Set up and operate an offset and/or digital press, production copiers and other related reproduction and bindery equipment in the quantity production of such materials as bulletins, charts, drawings, graphs, booklets, and other related matters;

prepare and accurately pre-flight offset and/or digital and paper printing masters for use in the printing processes; correctly input all job related data into computer interfaces of digital press, copier, and bindery equipment;

adjust offset and/or digital press controls for size and thickness of paper to align printed impressions and to regulate ink and water flow in obtaining accurate color balance and registration;

may assist in the mixing of inks, driers, and dampening solutions;

set up offset and/or digital press and copiers for extended production runs and regularly monitor the equipment to ensure that copy press is being performed appropriately;

clean, adjust, lubricate, and perform nontechnical maintenance on material reproduction center equipment;

may assist in paste-ups and layout functions;

collate, assemble, trim, bind, staple and package reproduced materials;

assist in the maintenance of files and records pertaining to reproduction masters digital plate making equipment;

prepare reports regarding material and supply usage, equipment utilization, and production activities;

assist in the maintenance of digital files pertaining to reproduction masters.

QUALIFICATIONS

Knowledge of:

Modern methods, techniques, and procedures of quantity material reproduction and offset and/or digital printing techniques;

digital print related software including Adobe Acrobat, In-Design, Illustrator, Photoshop, and Microsoft Word and Excel;

paper and ink properties and characteristics, and the proper use of various inks and paper in a quantity printing operation;

safe working methods and procedures.

Ability to:

Set up and operate offset and/or digital presses, production copiers and other related material reproduction equipment with speed, accuracy, and precision;

accurately prepare and pre-flight digital files for use in printing processes;

diagnose equipment problems as indicated by symptoms appearing on final product;

accurately estimate material production time and material costs;

assist in the maintenance of records and files concerning material reproduction masters and other related matters;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

One year of experience in the operation of offset and/or digital printing and related equipment, producing large quantities of quality color production work.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in printing, graphic arts, 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.

CP: rn

8/11/2020

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