

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Lead Press Operator

DEFINITION

Under general direction, operates all presses and production equipment to create a variety of printed materials, assists in establishing and maintaining production schedules, and assists in maintaining a training program for other press/production staff. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Lead Press Operator differs from the Press Operator in the level of skill, the training responsibility for other press/reproduction workers, and the responsibility for maintaining equipment and records. This is a working lead level and requires excellent communication skills. The incumbent may provide direction, establish priorities, assign tasks, coordinate work projects and monitor the work of other personnel.

DIRECTLY RESPONSIBLE TO

Manager, Printing and Production Services

SUPERVISION OVER

None; however, may provide direction, train, and assign tasks to other department staff.

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Prepress

Provides information and assistance to support staff and clients including providing technical support in creating Portable Document Format (PDF) files to submit electronically; reviews online print requests; explains technical concepts in non-technical terms; coordinates job requirements with directors and staff; determines appropriate printing methods and systems to be used to maintain quality assurance of projects produced; uses a computer to prepare printing projects for processing as needed; operates daylight camera to shoot line art halftones; reviews negatives against original artwork; checks camera to set the correct exposure; sets the flash and/or burn time as required; strips negatives and makes metal plates; coordinates half tones and negatives with requester for approval before making metal or mega plates.

Reproduction

Monitors press safety check process with other staff and performs press safety check; selects and assigns press use based on job requests; assists other staff with and prepares reproduction equipment establishing pressure setting, mixing solutions and paper demands; installs metal or mega plates; trains staff in adjusting press heads and ink colors; performs adjustments and monitors projects for quality; checks product output with Pantone Matching System (PMS) color guide; contacts clients to review color guide with printed copy for ink approval and visual alignment.

Equipment Operation/Inventory

Operates and trains staff on all equipment in the reproduction shop including, but not limited to, one and two color printing presses, daylight camera, metal platemaker, letter making machines, and bindery, collating, stapling, padding, drilling, folding, hydraulic paper cutter and digital printers/copiers; performs minor equipment repairs; accesses email and downloads data for printing jobs; receives paper and printing supplies; monitors supply inventory and prepares requests to order additional supplies.

Training/Safety

Plans and institutes training models for press/reproduction staff; assists with monthly safety inspections of equipment and record-keeping; maintains HAZMAT (hazardous material) binders for department including maintaining a Material Safety Data Sheet (MSDS) binder for each staff member; trains other staff in camera operation and cleaning, press operation, layout, paste-up, bindery and plate making; identifies all safety switches, covers and emergency stop buttons and trains staff in proper use; operates all production equipment according to the safety rules; maintains safe working environment at all times; reviews safety rules and trains staff in safe

handling of chemicals and supplies; reviews material safety data sheets (MSDS) for all products used in work assignments; stores, labels, handles and prepares chemicals for disposal according to state and federal hazardous waste handling regulations.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including progressively responsible experience working as a lead in operating various forms of offset printing and related equipment.

Knowledge of:

Full four color printing technology including how to start, prepare and color test four color and other forms of printing; ink types and the mixing of inks; current trends in printing technologies; record-keeping techniques; standard software applications; hazardous materials and the safe use of chemicals related to the printing process.

Skill and Ability to:

Operate vertical, daylight, silver and mega plate cameras and film equipment and supplies; determine paper types, weights, finishes and sizes; compute and understand ratios for mixing solutions; operate a variety of printing production equipment and office equipment; make adjustments and minor equipment repairs; make basic changes in Publisher, In-Design, Adobe Illustrator and other desktop publishing programs; communicate effectively in both oral and written forms with diverse groups; explain technical concepts in non-technical terms; receive and give clear, and concise instructions; train, plan and direct the work of other staff and provide technical support as the lead person; establish and maintain cooperative working relationships with all those contacted during the course of work; utilize time management techniques to organize and prioritize work; lift and carry supplies, printed materials, and bulk paper; operate electric pallet jack; coordinate several projects simultaneously and follow strict production timelines.

Revision approved by the Personnel Commission 1/12/10

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Approved by County Board on 12/4/89