

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Press Operator

DEFINITION

Under general direction, operates all presses, copiers and related production equipment to create a variety of printed materials; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Manager, Printing and Production Services

SUPERVISION OVER

None

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

Coordinates job requirements with clients; reviews online print requests; determines printing systems to be used to maintain quality assurance of projects produced; explains technical concepts in non-technical terms; operates camera to shoot line art half tones; reviews negatives and mega plates 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 client for approval.

Reproduction

Performs press safety check; prepares reproduction equipment establishing pressure setting, mixing solutions and paper demands; installs metal or mega plates; aligns 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

Operates equipment in the reproduction shop including, but not limited to, one and two color printing presses, daylight camera, metal platemaker, collating, stapling, padding, drilling, folding, hydraulic paper cutter and digital printers/copiers; downloads print requests; typesets and manipulates documents as needed; receives paper and printing supplies; monitors supply inventory; prepares paperwork to order additional supplies.

Safety/Material Handling

Operates production equipment according to the safety rules; assists with monthly safety inspections of equipment and record-keeping; maintains safe working environment at all times; reviews safety rules and participates in training to learn about new equipment and/or supplies; reviews material safety data sheets (MSDS) for 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 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 printing requirements; safety regulations including the safe use of chemicals related to the printing process; record-keeping techniques; standard software applications.

Skill and Ability to:

Operate vertical, daylight, silver, master and mega plate camera equipment; determine paper types, weights, finishes and sizes; compute and understand ratios for mixing solutions; operate a variety of printing production equipment and office equipment; be trained to make basic changes in Publisher, In-Design, Adobe Illustrator and other desktop publishing programs; manipulate documents to prepare for printing and typesetting; explain technical

concepts in non-technical terms; receive and give clear, concise instructions orally and in writing; set priorities and follow production timelines; lift and carry supplies, printed materials, and bulk paper; operate electric pallet jack; establish and maintain cooperative working relationships with those contacted during the course of work.

Revision approved by Personnel Commission 1/12/10

Revision approved by Personnel Commission 8/8/06

Revision approved by Personnel Commission 4/22/03

Previous Job Title: Multilith Operator II; Revision approved by Personnel Commission 3/12/97

Revised and Approved by the Personnel Commission on 8/23/89; Approved by County Board on 12/4/89