

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 (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Prepress

Coordinates job requirements with clients; determines printing systems to be used to maintain quality assurance of projects produced; explains technical concepts in non-technical terms; operates camera to shoot negatives or make half tones; 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 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, camera equipment, platemaker equipment and letter making, bindery, collating, stapling, padding, drilling, folding, electric cutter and digital printers/copiers; uses a computer to access email and download data; 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; 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 for products used in work assignments; stores, labels, handles and disposes of chemicals according to the occupational health and safety rules.

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; basic computer applications and email systems.

Skill and Ability to:

Operate vertical, daylight, silver 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; use computers to access email, download data for printing jobs, and send documents; 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; establish and maintain cooperative working relationships with those contacted during the course of work.

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