

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **LEAD PRINT SHOP SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of the Director, Business Services, plan, organize, oversee and participate in the operation of the District Printing and Reprographics Shop; perform skilled and difficult work in setting up, operating and maintaining offset press and related printing machines and equipment for the reproduction of printed materials; set-up, operate and maintain complex graphic art equipment; train and provide work direction and guidance to assigned staff.

#### **REPRESENTATIVE DUTIES**

1. Organize, plan, assign and oversee the work of the District's Print Shop; train and provide work direction to assigned staff. *E*
2. Process requisitions for printing jobs and orders to meet schedules and time lines. *E*
3. Perform skilled and difficult work in setting up, operating and maintaining manual and automated offset press equipment; print two and three color brochures maintaining tight register of each color; print half-tones and heavy solids on various weights and sizes of paper. *E*
4. Print envelopes, two-color letterhead, cards, flyers, NCR carbonless forms, registration cards, labels, invitations, certificates, covers, newsletters, maps, job announcements, registration packets, programs and other items. *E*
5. Operate, maintain and adjust collators, stitchers, staplers, cameras, plate-makers, power cutters, folders, paper drills, binding machines and other related equipment. *E*
6. Mix ink colors and match colors as necessary. *E*
7. Adjust fountain, form rollers, conveyor, feed rollers, impression cylinders, pull-out rollers, paper size guides, stops and receivers; mix chemicals for water fountain and additives for ink fountain adjustments, adjust ejection rollers for stock delivery and control. *E*
8. Implement and maintain printing log and charge-back system; calculate and establish cost associated with print and copying operations and materials used; provide cost quotes for printing as required; submit related records to appropriate personnel according to established time lines. *E*
9. Order special paper, ink or other materials according to established guidelines; maintain an inventory of duplicating supplies and order needed materials. *E*
10. Prepare and paste-up layouts, strip negatives, process colors, double burn and perform difficult printing set-ups. *E*
11. Implement and maintain a preventive maintenance program to oil, grease, adjust and clean machinery; contact appropriate persons when breakdowns occur; order and install parts for equipment; receive and check ordered materials assuring proper storage. *E*
12. Maintain current catalogs of assigned forms and materials.
13. Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Operation and maintenance of offset press; digital printing equipment typesetting machines, camera plate-burners, copiers, waxers, strip printers, power paper cutters, staplers and typewriters; preparation of paper and metal plates used in reproduction operation; ink and paper stock;

high speed copier programming methods and techniques; record-keeping techniques; health and safety regulations; interpersonal skills using tact, patience and courtesy.

**Ability to:** Plan, organize, oversee and participate in the operation of the District Printing and Reprographics Shop; perform skilled and difficult work in setting up, operating and maintaining offset press and related printing machines and equipment for the reproduction of printed materials; set-up, operate and maintain complex graphic art equipment; operate and program high speed copier according to job specifications; recommend printing processes and materials and estimate costs; maintain and adjust equipment and make minor repairs; maintain records; understand and follow oral and written directions; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; meet schedules and time lines; complete work with many interruptions; work independently with little direction; stand for extended periods of time; bend at the waist; reach overhead, above the shoulders and horizontally; lift moderately heavy objects.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience operating printing equipment including one year of graphic arts techniques and applications.

**WORKING CONDITIONS**

**Environment:** Print shop environment. Noise from working in a production area.

**Hazards:** Hazardous chemicals. Working around machinery having moving parts.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions