

DESERT COMMUNITY COLLEGE DISTRICT

SENIOR 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

Organize, plan, assign and oversee the work of the District's Print Shop; train and provide work direction to assigned staff. *E*

Process requisitions for printing jobs and orders to meet schedules and time lines. *E*

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*

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*

Operate, maintain and adjust collators, stitchers, staplers, cameras, plate-makers, power cutters, folders, paper drills, binding machines and other related equipment. *E*

Mix ink colors and match colors as necessary. *E*

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*

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*

Order special paper, ink or other materials according to established guidelines; maintain an inventory of duplicating supplies and order needed materials. *E*

Prepare and paste-up layouts, strip negatives, process colors, double burn and perform difficult printing set-ups. *E*

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*

Maintain current catalogs of assigned forms and materials.

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.