

San Diego County Office of Education
Personnel Commission

GRAPHICS/PRINTING TECHNICIAN

Definition: Under general supervision, operates and maintains high speed digital copiers in the reproduction of a wide variety of materials; operates the less complex offset presses as assigned; assists with other Graphic Communications operations as needed.

Typical Tasks: Operates and maintains high speed digital copiers in the reproduction of a wide variety of materials; utilizes microcomputers with word-processing, layout and design utilities software to originate a variety of basic graphic composition jobs; work with customers on layout and basic design needs; scan analog copy into digital files using computer workstation for color, and black and white copy; operates and maintains offset presses as assigned; reviews job cards for accuracy or special instruction; computes press time, press run totals, and materials used and posts to job card; checks job folders of completed jobs for content accuracy including appropriate entries; performs basic maintenance tasks related to assigned equipment; makes minor repairs, adjustments, and part replacements as needed; operates and maintains a variety of bindery equipment; performs related duties as required.

Minimum Qualifications: Knowledge of: basic offset printing techniques, supplies, paper stocks, plates and chemicals; the operation of programmable full hydraulic paper cutters and related bindery equipment and computer software. Ability to: operate high speed copiers and offset equipment such as a Model 1250 Multilith with stacker or chain delivery unit, and a Imagerunner 110 high speed copier; operate digital color high speed copiers using computer work station; plan workloads and meet deadlines; make minor repairs and maintain equipment; work under pressure; work well with staff and customers; and follow oral and written instructions. Physical ability to: lift and carry materials and paper stock weighing up to 60 pounds.

Experience and Education: Training, and experience which clearly demonstrates possession of the knowledge and abilities detailed above. A typical qualifying background would include any combination of training and experience equivalent to one year of work experience requiring the operation of offset printing or related duplicating equipment.

Working Conditions: Persons in this class may be required to work in a consistently noisy environment; heavy lifting; frequent walking and standing.

Established: 0704

Approved by the Personnel Commission: _____ July 2004