

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: LEAD 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.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

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.

Works with customers on layout and basic design needs.

Oversees, manages and updates the Digital Store Front; screens orders, provides pricing for customers, close out jobs as they are completed.

Plans workloads and meets deadlines.

Establishes new, and improves current, production procedures and standards of operations.

Researches and provides training to co-workers on new technologies and operations.

Acts as contact person when manager is out of the office or unable to meet with clients.

Scans 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 and adjustments as needed.

Operates and maintains a variety of bindery equipment.

Maintains and order supplies

NON-ESSENTIAL FUNCTIONS:

Replaces parts as needed.

Performs related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Training, and experience which clearly demonstrates possession of the knowledge and abilities detailed below. 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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic offset printing techniques, supplies, paper stocks, plates and chemicals;

Operation of programmable full hydraulic paper cutters and related bindery equipment and computer software.

ABILITY TO:

Operate high speed copiers and offset equipment;

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;

Follow oral and written instructions;

Train co-workers;

Work effectively independently and as part of a team with minimum supervision;

Organize and prioritize work;

Exercise appropriate judgment in making decisions;

Demonstrate attendance sufficient to complete the duties of the position as required.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Large-scale print shop. Persons in this class are required to work in a consistently noisy environment.

Must be able to hear and speak to exchange information; see to perform assigned duties; lift, and carry materials and paper stock weighing up to 60 pounds; possess dexterity of hands and fingers to operate assigned equipment; stand, walk, bend, stoop; twist, push, pull, kneel, and squat for extended periods of time; reach overhead, above the shoulders and horizontally, to retrieve and store materials.

Established: 07/04

Revised: 07/09, 06/14

Approved by the Personnel Commission: 07/24/2004
