

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Offset Press Operator Trainee	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Printing Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	026 OTBS
<b>REVISED:</b>	February 19, 2003		

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**BASIC FUNCTION:**

Operate manual and automatic offset presses and related equipment in the production of printed material.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**E = Essential Functions**

Operate single and double cylinder offset presses involving mechanical and electrical linkage of platemaker, press, and collating equipment. **E**

Operate various kinds of platemakers in the production of paper, plastic, and metal plates. **E**

Mix appropriate chemicals, ink, and water to maintain production of acceptable quality. **E**

Make equipment control adjustments during production runs and makes minor repairs to equipment. **E**

Clean, lubricate, and maintain equipment in good working order. **E**

Keep records of machine use and condition. **E**

May assist with other work in the bindery room when necessary.

May lead the work of Bindery Workers and hourly employees

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to six months of recent, full-time equivalent, paid experience in the operation of Addressograph-Multigraph, A.B. Dick, or equivalent single cylinder offset presses.

**LICENSES AND OTHER REQUIREMENTS:**

None

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.  
Reading and writing English communication skills.

**ABILITY TO:**

Perform repetitive tasks requiring constant exercise of manual skill and mental alertness while maintaining production speed.  
Learn the operation of single and double cylinder offset presses and related equipment.  
Learn the proper use of chemicals, inks, platemakers, and various paper stocks used in offset printing.  
Establish and maintain effective working relationships with others.  
Meet schedules and time lines.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor setting; exposure to equipment with moving parts.

**PHYSICAL REQUIREMENTS:**

Physical stamina sufficient to work in a standing or bending position for extended periods of time; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

NOTE: Eighteen months of employment as a district Bindery Worker during which on-the-job training in the operation of presses was obtained will satisfy the minimum qualifications.

NOTE: Positions in this job class may be assigned to work day shift or night shift.

NOTE: An incumbent in the job class of Offset Press Operator Trainee may be promoted to Offset Press Operator after the following conditions are met:

- 1.Satisfactory completion of the one year probation period as Offset Press Operator Trainee and certification by incumbent's supervisor that he/she possesses an acceptable level of skill on a majority of the equipment used in the printing facility, and
- 2.Formal recommendation for promotion by his/her supervisor and approval by the department head and Human Resource Services Division.