SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Senior Offset Press Operator
REPORTS TO: Assigned Supervisor

DEPARTMENT: Printing Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 039 OTBS

REVISED: April 21, 2004

BASIC FUNCTION:

Leads the work of a district printing facility including printing, bindery, and distribution of materials.

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

Plan, schedule, and lead the work of offset press operators, bindery workers, and duplicating aides on an assigned shift. E

Operate single- and double-cylinder offset presses, cameras, bindery equipment and related equipment used in the production of printed material. E

Train personnel in the proper use of equipment and safety precautions. E

Keep records of machine use and condition. E

Work with curriculum staff, buyers, vendors, and others regarding requests for printed materials. E

Conduct inventories of equipment and supplies, maintain records, and notify supervisor of stock and supplies on hand. E

Coordinate printing, bindery, and distribution tasks with other shift personnel and/or printing services facilities, as required. E

Perform other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to two years of journey-level experience in offset printing services including single- and double-cylinder offset presses involving mechanical and electrical linkage of platemaker, press, and collating equipment.
LICENSES AND OTHER REQUIREMENTS:
None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern offset printing systems including process cameras, single-and double-cylinder presses, and related bindery equipment.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:
Establish efficient work schedules and lead the work of assigned staff.
Maintain offset printing equipment.
Keep accurate records of machine use and supplies.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor setting; working around machinery with moving parts.

PHYSICAL REQUIREMENTS:
Physical strength and stamina sufficient to permit heavy lifting and standing for extended periods of time; hearing and speaking to exchange information; standing for extended periods of time; dexterity of hands and fingers to operate tools and 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: Positions in this job class may be assigned to work day shift or night shift.

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