

PRINTER IDEFINITION

Under general supervision of the Printing & Reproduction Technician and/or the Printing and Reproduction Assistant, operates offset printing presses and auxiliary equipment, performs darkroom camera work and developing of negatives, operates bindery equipment, performs general clean-up and stocking of supplies, and other related duties as required.

ESSENTIAL FUNCTIONS

Operates offset presses, darkroom camera and equipment, and other related printing equipment.

Operates bindery equipment, collator hole punch, stapler, folder, cutter, velobinder.

Adjusts and cleans bindery equipment.

Prepares printed materials for collating, punching, stapling, binding, cutting, and padding.

Prepares masters for printing, processes metal plates and paper masters.

Performs general clean-up and stocking of materials in the print shop and warehouse.

Prepares copy for quickprint process.

Performs other related duties as required.

QUALIFICATIONSKnowledge of:

Principles of the offset duplicating process; operation and care of offset machines and related equipment; bindery equipment, inks, and paper stock used in a print shop.

Ability to:

Operate offset duplicating equipment; operate bindery equipment, including collator, hole punch, stapler, cutter, folder, velobinder; prepare various masters for printing, process metal plates and paper masters; prepare materials for mailing; organize work and estimate time and materials needed; perform plate-making techniques and dark room procedures; demonstrate good mechanical aptitude; maintain cooperative relationships with others contacted in the course of work; understand verbal and written instructions; learn to operate other related printing equipment as required.

Experience:

One year of experience or training in the operation of offset presses and auxiliary equipment, dark room procedures and graphic arts.

Education:

Equivalent to completion of the twelfth grade.

*Approved 5/7/85; Revised 9/5/89, 11/12/93*