LEAD PRINTER

DEFINITION

Under general supervision of the Assistant Superintendent, Administrative Services, to supervise the operation of the printing department, to operate offset duplication machines, plate-making and camera equipment, and other related equipment in the reproduction of material and to do related technical and clerical work as required.

ESSENTIAL FUNCTIONS

Plans and coordinates the operations of the printing shop to ensure proper regulation of work flow, frequently involving heavy volume and close deadlines.

Assists and advises customer as needed on format, size, colors, paper stock, and material to be published.

Estimates costs, and keeps cost records.

Prepares material for composition, reproduction, collation, and binding.

Processes various types of masters through the use of such techniques as photography, fusing, moistening, desensitizing, and preserving.

Makes line and half tone masters.

Operates plate-making equipment, offset duplicating machines, and related equipment.

Adjusts and repairs machines to maintain them in good operating condition.

Orders and maintains necessary supplies for the proper functioning of the shop.

Maintains storage and identification of all forms used by the administrative staff.

Lays out work for print shop employees and maintains the prescribed standards of work and production.

QUALIFICATIONS

Knowledge of:
Principles of the operation of a printing department; principles of the offset duplicating process; operation, care, and repair of offset machines and related equipment; inks and paper stock used in the offset process.

Ability to:
Plan and supervise the work of employees to obtain the maximum output in units; prepare and photograph materials; operate, maintain and repair printing equipment; perform clerical tasks related to costs, stock and product inventory, and machine time factors; maintain cooperative relationships with others.

Experience:
Two years of responsible experience in the operation of offset duplicating machines and related equipment.
Education:
Experience or education in graphic arts equal to two years full-time employment.

Approved: 4/5/83; Revised 11/12/93