

## **BURBANK UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: OFFSET DUPLICATING EQUIPMENT OPERATOR**

#### **BASIC FUNCTION:**

Under the direction of the Purchasing Agent, perform complex duties in the operation of offset duplicating and peripheral equipment to produce a variety of printed materials in a timely manner.

#### **REPRESENTATIVE DUTIES:**

Operate an offset press in the reproduction of a variety of printed materials such as reports, agendas, curriculum materials, lesson plans, course outlines, catalogs and other materials.

Provide a variety of technical information to District personnel, teachers and others concerning reproduction materials.

Adjust paper feed and guides for different weights and sizes of stock.

Ink and adjust rollers; regulate ink and repellent flow; make adjustments to machines and maintain in proper working condition.

Estimate time needed for completion of work orders; schedule work flow and determine most cost effective materials to produce desired quality of finished product.

Operate other equipment such as collator, drill, paper cutter and copier.

Prepare reproduced material for distribution; assemble, staple, fold and cut reproduced material as necessary.

Train and provide work direction and technical assistance to others as assigned.

Maintain various records and files, such as records of work completed and inventory; prepare related reports as required.

Order, receive, store and maintain supply of paper stock and materials as directed.

Prepare layouts, paste-ups and electrostatic plates.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Operation and care of offset duplicating machines, plate makers and peripheral equipment.

Inks, solutions, toners, solvents and paper stocks used in duplicating work.

Methods of making adjustments for various types of paper stock.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Set up and operate offset and duplicating machines and peripheral equipment.

Layout and paste-up artwork and operate plate makers.

Maintain equipment and machines in proper working condition.

Estimate time needed for completion of work orders.

Provide information to others concerning reproduction materials.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Maintain records and prepare reports.

Work independently with little direction.

Plan and organize work.

Train and provide work direction to others.

Order and maintain adequate supply of paper stock and materials.

Lift objects weighing up to 20 pounds using safe and proper methods and/or equipment.

Move objects weighing over 20 pounds using safe and proper methods and/or equipment.

Complete assignments in an efficient and timely manner.

Work cooperatively and effectively with others.

**EDUCATION AND WORK EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience in the operation of offset duplicating machines.

**WORKING CONDITIONS:**

Print shop environment; subject to noise, fumes from chemicals, lifting, carrying and pushing heavy reams of paper and standing for long periods of time.