

PRINTER II

NATURE AND VARIETY OF WORK

This is full performance level skilled work involved in the operation of high speed precision offset presses, photo-plate making machines and related machines. Work involves accurate and efficient operation of machines to produce important documents such as budgets, pamphlets, booklets, and other County publications. Work is performed independently with occasional technical advice and guidance from a Senior Printer or the Printing and Reproduction Supervisor. Work is reviewed for quality, volume, timeliness and other characteristics of professional printing.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Checks job sheet received and verifies requirements.

Operates a photo-plate making machine which makes plates for offset reproduction.

Cuts paper to specification, determines need for types of plates and makes plastic and/or metal plates as required.

Adjusts camera for proper reduction, enlargement, or one-to-one plates of object being photographed for reproduction.

Adjusts, cleans, services, and otherwise sets up for specific reproduction jobs.

Operates Multilith 1250 W on straight run work, forms and other jobs requiring black ink.

Operates Harris 125 and Davidson 700 and 702 and high speed duplicators and other printing equipment as required.

Makes minor running repairs upon reproduction equipment of varying sizes.

Adjusts or makes minor repairs to other print shop equipment, including presses, duplicators, collators, stichers, folder/inserters, folder, paper cutter, and similar or related equipment.

Prepares water and ink mixture to accommodate color composition of specification.

Produces single color and multi-color printing material, specialty jobs and resolves technical printing problems.

Provides technical guidance to lower level printers in performance of related tasks.

Maintains job number log including type of ink, type of impressions, and may operate bindery equipment as needed.

Prepares routine records and reports such as units produced and time distribution per function.

Participates in occupational development.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGED, SKILLS AND ABILITIES

Considerable knowledge of the operation and basic maintenance requirements of offset and related duplicating equipment.

Considerable knowledge of a variety of offset presses and the various types of plates, paper, ink, and processes appropriate for effective utilization of offset equipment.

Working knowledge of basic mathematics.

Skill in the operation and care of the offset duplicating equipment.

Ability to coordinate and integrate work efforts with other related functional activities.

Ability to keep routine records and to prepare reports from records.

Ability to instruct other workers in printing operation and procedures to enable efficient work flow and to meet quality control standards.

Ability to work under stressful situations such as handling large volume of assignments, meeting deadlines, and to stand for long periods of time.

Good visual acuity and physical dexterity.

MINIMUM QUALIFICATIONS

Graduation from high school with completion of vocational training in the printing trade, plus two (2) years of experience in the operation of precision offset presses and related machines; or an equivalent combination of education, training and experience.

NEW: 9/86

REVISED: CB-18-1987