Reprographics Operator 250

DEFINITION
Under close supervision, operates offset printing and binding machines, cameras, plate making equipment and related tools and supplies for the reproduction, duplication and distribution of various printing graphics and materials.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Operates, adjusts and makes minor repairs to offset and duplicating machines;
- Produces printed materials; tracks and maintains records of materials and supplies used for printing;
- Completes departmental requests for print jobs;
- Assists with producing and assembling agenda packets for council meetings.
- Collates, binds, drills and cuts printing materials and products;
- Assists with maintenance of printing equipment;
- Assists with affixing postage and preparing outgoing mail;
- Distributes mail;
- Reviews finished products with customers to assure satisfaction.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of printing machines and equipment operation, printing and press operating safety procedures, pre-press applications, press operations and bindery equipment and of personal computer hardware and software;
- Skilled in meeting multiple and constrained deadlines, following oral and written work instructions, in establishing and maintaining productive working relationships;
- Ability to perform essential duties with little supervision and to effectively communicate verbally and in writing.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, background noise, dangerous machinery and hazardous chemicals.

QUALIFICATIONS
A high school diploma or equivalent, AND two (2) years experience in print processing OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.