SENIOR REPROGRAPHICS OPERATOR

DEFINITION
Under general supervision, produces/reproduces printed materials for City departments, officials and staff.

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
- Produces brochures, newsletters, letterhead, flyers, posters and other printed materials for City departments;
- Operates press and prints copies according to order;
- Assists staff with technical advice on press operations;
- Acts as lead to subordinate staff in absence of supervisor;
- Assures accurate and prompt copying for City departments.
- Cleans and maintains printing equipment;
- Produces and assembles agenda packets for council meetings;
- Mounts plates, adjusts inking and dampening system, positions negatives on masking sheets and burns onto plates to develop film;
- Cuts, folds and binds processed film;
- 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, four-color processing, pre-press applications, press operations and bindery equipment;
- Skilled in meeting multiple and conflicting deadlines, following and providing oral and written instructions, and in establishing and maintaining positive and productive working relationships;
- Ability to perform essential duties with expertise and professionalism, and effectively communicate verbally and in writing in English;
- Proficient in the use of a personal computer, electronic devices and other industry related software;

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. May be exposed to repetitive motion, vision to monitor, background noise, dangerous machinery and hazardous chemicals.

QUALIFICATIONS
A high school diploma or equivalent, AND three (3) years experience in large press operation or pre-production printing; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.