

CLASS TITLE: LEAD PRINTER

BASIC FUNCTION:

With the goal of optimizing resources, under the direction of an assigned supervisor, plan, participate in, prioritize and oversee the production of printed matter using appropriate, available equipment; perform technical tasks relative to printing and duplicating production; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

Plan, participate in, prioritize and oversee the production of printed matter using appropriate available equipment-including high speed duplicating machines/copiers and other related equipment. *E*

Assist in the development, implementation and evaluation of goals and objectives for the Graphics Center; establish schedules and methods of production that ensure effective and efficient use of equipment. *E*

Operate a computer as appropriate to maintain records of printing operations, schedule projects, develop cost estimates and communicate with clients.

Review and coordinate printing work orders with staff including setting up equipment as appropriate; assuring proper ink color, paper stock and other materials in accordance with specific instructions. *E*

Perform or assign finishing work such as collating, stapling, folding, shrink-wrapping, hole punching, binding, packaging and padding reproduced materials. *E*

Assure proper operation of equipment; set up, adjust, clean and perform technical repairs and preventive maintenance as needed; report major malfunctions according to established procedures. *E*

Maintain files on printing equipment, supplies and procedures; maintain and order reference books; maintain inventory; order and stock supplies needed for printing. *E*

Participate in budget preparation; prepare cost estimates for printing budget recommendations for supplies, service and repairs; confer with outside vendors regarding production and delivery. *E*

Operate a variety of printing, duplicating, bindery and pre-press equipment including a paper drill, high speed copier, paper folder, paper cutter, plate burner, plate processor and shrink wrapper. *E*

Maintain work area in a clean, safe and orderly condition; assure compliance with health and safety standards through proper operation of equipment and storage of chemicals and solutions. *E*

Operate a vehicle to pick up/deliver supplies as necessary.

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Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation and care of contemporary, reprographic and peripheral equipment.
Methods, practices, terminology and procedures used in producing a variety of printed materials.
Ink, chemicals and papers used in printing operations.
Equipment used in binding and assembling printed materials.
Adjustment, cleaning and routine maintenance of printing equipment
Principles of training and providing work direction.
Record-keeping techniques.
Oral and written communication skills.
Health and safety regulations
Inventory methods and practices.
Interpersonal skills using tact, patience and courtesy.
Basic budgeting practices regarding monitoring and control.
Applicable copyright laws and regulations

ABILITY TO:

Set up, operate and maintain printing and other duplicating equipment.
Produce a variety of printed materials and forms.
Maintain, adjust and perform routine maintenance to equipment.
Train and provide work direction to others.
Assign and review the work of others.
Plan and organize work.
Maintain records.
Meet schedules and timelines.
Observe health and safety regulations.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written instructions.
Evaluate program effectiveness and make recommendations for improvement.
Work independently, exercising judgment in the prioritization of requests for services.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience in the printing industry including experience in graphics and duplication operations.

LICENSES AND OTHER REQUIREMENTS:

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Possession of, or ability to obtain, a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 1 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for purposes of reading printed matter.
- 4 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 g. Ability to bend and twist.
- 4 h. Ability to lift 60 lbs.
- 4 i. Ability to carry 60 lbs.
- 1 j. Ability to operate office equipment.
- 2 k. Ability to reach in all directions.

HAZARDS:

Working around and with machinery having moving parts.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.