Press Operator I

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of technical and clerical duties in support of the day-to-day operation of the department. Operate collator, folder, paper cutter, shrink-wrap, power drill, perforator and a variety of high-speed duplicators as required.

DISTINGUISHING CHARACTERISTICS:
The Press Operator I class performs a variety of technical and clerical duties; The Press Operator II class operates high speed duplicating machines. The Senior Press Operator class operates multi-color presses and serves in a lead capacity.

REPRESENTATIVE DUTIES:
1. Answer phones for Reprographics; disseminate general information.
2. Log and track all print requests; monitor delivery.
3. Maintain records and files.
4. Coordinate and centralize service calls for office copiers throughout the campus; maintain inventory of necessary copier supplies; collect and deposit money from copy machines and change machine; train and assist faculty, staff and students in the use of the copiers.
5. Assist with estimating cost of jobs, computing extended costs of jobs to be charged back to originating department and prepare related records according to established guidelines; operate a computer.
7. Train and supervise student assistants.
8. Provide technical information regarding printing capabilities.
9. Operate a variety of duplicating and office equipment including paper cutting, binding, folding and collating machines.
10. Work at all qualified levels to meet production schedules and maintain program requirements.
11. Assure quality control of the product in process.
12. Deliver finished work as required.
13. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
1. Basic operation and maintenance of reprographic equipment including high-speed duplicators, electrostatic copier and a variety of bindery equipment.

2. Basic computer usage.

3. Office practices and procedures.

4. Appropriate safety precautions and procedures.

5. Basic record-keeping techniques.

**ABILITY TO:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Operate and maintain a variety of copiers and printing equipment including bindery, paper cutter and shrink wrap machine.

3. Operate and use photographic equipment.

4. Maintain routine records.

5. Order and maintain adequate supply of paper stock and materials.

6. Understand and follow oral and written directions.

7. Work cooperatively with others.

8. Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: One year experience in a print shop environment working with a variety of high speed duplicators, electrostatic copiers and bindery equipment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

1. Print shop environment.

2. Noise from working in a production area.

**PHYSICAL ABILITIES:**

1. Dexterity of hands and fingers to operate specialized equipment.

2. Standing for extended periods of time.

3. Bending at the waist.

4. Reaching overhead, above the shoulders and horizontally.

5. Lifting moderately heavy objects.

**HAZARDS:**

1. Hazardous chemicals.

2. Working around machinery having moving parts.

**DATE APPROVED: MARCH 1, 1999**

**RANGE: N-36**

**EEO-CATEGORY: H-50**