FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Press Operator II

BASIC FUNCTION:

Under the direction of an assigned supervisor, operate an offset press, and peripheral equipment, to produce single color materials; operate high-speed duplicating machines, bindery, paper cutter, and folding equipment.

DISTINGUISHING CHARACTERISTICS:

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. Operate a variety of copy machines and peripheral equipment to produce handouts, forms, letters, booklets, reports and other materials.

2. Copy and bind books and handouts for the bookstore for student purchase; copy and bind materials for various programs and departments within the District.

3. Operate a variety of duplicating and office equipment including paper cutting, binding, folding and collating machines.

4. Print and fold materials for District mailings; print forms for various departments.

5. Estimate project cost; prepare related reports according to established guidelines; operate a computer.

6. Maintain materials and supplies as directed; perform routine maintenance on equipment applying appropriate safety precautions involving work with hazardous materials; contact vendors and schedule major repairs and service as necessary.

7. Deliver finished work as required.

8. Monitor hazardous materials shed for possible spills.

9. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Proper methods, tools and equipment used in set up, operation, maintenance and repair of printing, bindery and related equipment.

2. Technical aspects of field of specialty.

3. Different types and weights of paper and chemicals used in print shop.

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 an offset press and peripheral equipment to produce single color materials.

3. Operate high speed duplicating machines, bindery, paper cutter, and folding 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: Three years experience with printing equipment and materials.

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-40
EEO-CATEGORY: H-50