CLASS TITLE: PRINT SHOP COORDINATOR

BASIC FUNCTION:

Under the direction of Office Support Supervisor, plan, organize, coordinate and oversee the day-to-day operations of the print shop; prioritize, assign and participate in print production work; operate an automated in-line system offset press and perform maintenance and repair on print shop equipment as appropriate.

REPRESENTATIVE DUTIES:

Plan, organize and perform printing services for the District to assure timely and effective services; maintain prescribed standards of work production. E

Coordinate, train and assign work of other employees, including student workers; provide advice and assistance to others regarding proper application of duplicating processes, paper weights and sizes, inks and other related information. E

Implement and maintain a preventive maintenance program to oil, grease, adjust and clean presses to assure effective operation; adjust and repair equipment and install replacement parts as appropriate; determine service and repair needs and schedule appropriate service with outside agencies as necessary. E

Operate an automated in-line system offset press and perform maintenance and repair on print shop equipment as appropriate; operate an offset press in the reproduction of materials such as bulletins, booklets, forms, graphs and special publications for the district. E

Receive and initiate phone calls to resolve printing problems and to provide or obtain information; communicate with vendor representatives concerning use of products. E

Develop and implement improved working procedures to maximize efficiency of the print shop; estimate and calculate accurate time and materials needed and maintain and submit records according to established procedures; maintain a variety of related records and reports as directed. E

Receive and check ordered materials and assure proper storage; recommend purchases according to established guidelines; monitor and maintain supply inventory. E

Prepare negatives on process cameras; make electrostatic and electrostatic silver masters; strip negatives and make metal plates; process different types of masters by techniques such as moistening, desensitizing, fusing and preserving; make line and half-tone masters. E

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Adjust paper feed and guides for different weights and sizes of stock; ink and adjust rollers; regulate ink and repellent flow. 

Operate a variety of other equipment such as paper cutting, binding, folding, preserving and modular collating system for a variety of applications. 

Assist the Supervisor with performance evaluations of print shop personnel as assigned.

Assemble and staple reproduced material as necessary; assist in wrapping publications.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Principles and practice of providing training and work direction.
- Proper methods, materials, tools and equipment used in set up, operation, maintenance and repair of printing, bindery and related equipment.
- Paper stocks, sizes and inks.
- Appropriate safety precautions and procedures.
- Basic record keeping techniques.
- Technical aspects of field of specialty.

ABILITY TO:
- Plan, organize and assist in prioritizing duplicating services to assure maximum efficiency and quality products in a timely manner.
- Perform skilled set up, operation and maintenance of a variety of duplicating, bindery, printing and related equipment.
- Develop and implement improved procedures and processes to maximize print shop operational efficiency.
- Train others in the proper methods, materials and tools used in the operation and maintenance of duplicating, bindery, printing and related equipment.
- Receive and provide related information as required.
- Operate standard offset duplicating machine and peripheral equipment.
- Maintain records.
- Maintain inventory.
- Order and maintain adequate supply of paper stock and materials.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and short time lines.
- Train and provide work direction to others.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including college-level course work in computerized graphic arts area and three years of increasingly responsible experience as an Offset Press Operator.

WORKING CONDITIONS:

ENVIRONMENT:
Print shop environment.
Noise from working in a production area.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate specialized equipment.
Standing for extended periods of time.
Bending at the waist.
Reaching overhead, above the shoulders and horizontally.
Moderate lifting.

HAZARDS:
Chemical fumes.
Working around machinery having moving and sharp parts.

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