OFFSET EQUIPMENT OPERATOR

QUALIFICATIONS

- High school diploma or equivalent
- Mechanical ability
- Ability to work with others
- Two or more years experience in the printing industry
- Applicant must submit to and pass drug screening test as outlined by district policy.

REPORTS TO

Director of Graphic Arts

SUPERVISES

N/A

JOB GOAL

To assist in the dissemination of needed district information.

ESSENTIAL FUNCTIONS

- Keeps work area clean and neat.
- Cleans and oils machines to enhance the performance of the equipment and insures the quality of the finished product.
- Operates offset presses with a complete understanding of the proper techniques to produce quality one- and two-color reports, brochures, and publications as well as newsletters, covers, stationery, and books.
- Cuts paper to proper size to be run.
- Cuts, staples, pads, punches, folds and binds printed materials as a finishing process.
- Perforates and/or numbers materials such as raffle tickets.
- Runs uncomplicated two-color materials.
- Burns offset printing plates (with an understanding of multiple burns, pen registering, screens, and stepping).
- Operates collators and/or multi-binders.
- Operates mailroom inserter.
- Determines what needs to be done to a job to complete the production process; i.e., padding, folding, binding, stapling, cutting, punching, perforating, and numbering.
- Delivers jobs.
- Performs other related duties as requested or assigned.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.
**SALARY INFORMATION**

Classification: Offset Equipment Operator  
Scale: Classified  
Grade: B  
Days Employed: 248 per school year  
Range: $8.40-$15.60  
Overtime: Non-exempt

**CODES**

MS Personnel/Accreditation Data: 751033 (Graphic Arts)

JPSD Job Position Title: N5398