

SENIOR OFFSET TECHNICIAN

DEFINITION

To operate offset duplicating machines, platemaking, process cameras, and other related equipment in the reproduction of varied printed or typewritten materials; and to provide technical assistance to less experienced operators as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Offset Technician series. Positions assigned to this class routinely operate the most advanced and complex reprographics offset equipment used by the District. Senior Offset Technicians work under general supervision performing the more difficult reproduction tasks and graphic design work, assist in determining work priorities, and provide technical supervision and assistance to less experienced personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental manager.

May receive technical or functional supervision from higher level reprographics services personnel.

Exercises technical or functional supervision over less experienced operators and/or student assistants as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Operate, clean, and make adjustments to the full range of offset duplicating machines used by the District in producing a considerable volume and variety of printed materials.

Perform a variety of graphic design and camera processing work requiring the ability to utilize darkroom equipment, procedures and supplies effectively; make enlargements, reductions, half tones, and negatives.

Burn and develop metal subtractive plates; print artwork on metal plates.

Operate and make adjustments to automatic collating, folding, cutting, and bindery machines.

Keep records of materials and supplies used.

Prioritize and schedule work as assigned.

Maintain contacts with District and other reprographics personnel to clarify printing requests, resolve problems, and maintain work schedules.

Perform color separation of multi-color art work.

Contact and order from outside vendors, such items as supplies, chemicals, master materials, ink and paper.

EXAMPLES OF DUTIES (CONTINUED)

Maintain presses and work area in a clean and safe condition; schedule maintenance of equipment.

Assist in the training and supervision of less experienced personnel.

May prepare, collect, and post campus and U.S. mail.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operation, maintenance, and adjustment requirements of the full range of offset duplicating, platemaking, collating, folding machines, and binding equipment used by the District.

Variety of proper uses for offset machinery and related equipment, and the various reproduction plates required.

Paper, ink, and other supplies used in the duplicating process including proper ways to mix ink and other chemicals, and the weights, types and uses of paper.

Typical printing and scheduling problems and methods to resolve them.

Skill to:

Effectively operate the full range of offset duplicating, platemaking and related equipment used by the District.

Understand and carry out both oral and written directions in an independent manner.

Plan and schedule work for standard and special work orders.

Maintain records and logs and prepare reports.

Communicate effectively in both oral and written form.

Provide technical supervision and training for less experienced personnel.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of experience performing duties comparable to those of an Offset Technician II in the Contra Costa Community College District.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized or on-the-job training in

preparing camera ready copy.