Oak Grove School District

**JOB TITLE:** PUBLICATIONS EQUIPMENT OPERATOR

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To operate and maintain an offset press, copiers and auxiliary equipment in the reproduction of a variety of printed materials. Employees in this classification receive limited supervision from a Purchasing, Warehouse & Publications administrator or his/her designate within a framework of standard policies and procedures. This job class exercises responsibility for accurate and timely volume reproduction of printed materials for the District.

**TYPICAL DUTIES**

- Operates and maintains offset press, copiers, duplicators and auxiliary equipment

- Prepares machines for operations; cleaning rollers/glass, choosing correct blanket for press, adjusting machine for paper type and weight, adjusting flow of repellent solution and bringing ink to proper consistency

- Changes blankets and cleans, oils, adjusts, and generally maintains equipment in good working condition

- Receives work orders for offset/copier reproduction, and runs the required number of copies

- Operates all bindery equipment

- Performs related support duties such as counting, assembling, wrapping, sorting, and boxing outgoing materials

- Maintains inventory for supplies for press and plate maker

- Receives and stores stock

- Makes minor repairs and lubricates equipment as needed

- Contacts vendors and/or service representatives regarding equipment breakdown/maintenance

- Reproduces a wide variety of curriculum materials, booklets, bulletins, business forms, letters, reports, pamphlets, and other publications including the use of color

- Makes photo direct masters, according to printing needs

Approved by Board of Trustees 3/28/02
TYPICAL DUTIES (Continue)

• Performs other related duties as assigned

MINIMUM QUALIFICATIONS

• Knowledge and skills of the safe use and operation of an offset press, copiers and related equipment

• Knowledge of printing methods and techniques

• Skill to communicate effectively in both oral and written form

• Skill to meet deadlines

• Skill to perform minor repairs and maintains equipment

• Skill to understand and follow oral and written directions in an independent manner

• Ability to meet the physical requirements necessary to safely and effectively perform the required duties

• Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

• Skill to expose and develop printing plates

• Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, visual acuity/depth perception/visual accommodation