



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
GRAPHICS TECHNICIAN	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2006/2007 Classification Review		Board Approved: 06/07

**JOB DESCRIPTION:**

Under direction, performs skilled and specialized work on small and large offset presses using pre-press equipment, high-speed bindery equipment, and manual and automated offset presses to prepare and produce a wide variety of printed materials. Sets up and prioritizes work, maintains equipment; supervises the work of student assistants; and performs related work as required.

**SCOPE:**

The Graphics Technician is responsible for all skilled tasks involving the set-up, operation and maintenance of small and large offset presses, CTP unit bindery and finishing equipment.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Consults with department heads, or their staff and others on design and formatting, selection and recommendation of the most appropriate means of printing.
2. Operates offset presses to routinely perform high volume and precision work to produce a wide variety of multiple-color tight registration and fit, high quality printed materials such as instructional and promotional materials, information brochures/pamphlets, stationery, dated material, programs, forms, and cards; mixes custom ink colors using ink formula matching system.
3. Operates, sets up, maintains, attaches scoring/perforating devices and makes adjustments to bindery/finishing machines and equipment such as programmable cutter, right angle folder, CTP unit, and collator/booklet maker.
4. Maintains inventory of supplies, chemicals, ink, and other materials.
5. Troubleshoots, calibrates and performs minor repairs on equipment or arranges for outside service to repair equipment.
6. Performs bindery operations such as cutting, collating, and folding sheets.
7. Completes and bills work orders according to time and supplies used.
8. Coordinates, schedules and keeps accurate records of equipment maintenance; handling, storing, utilizing and disposing of chemicals and other hazardous materials according to approved procedures.
9. Provides technical direction, feedback and assistance to faculty and staff.
10. Sets up small and large multiple colored presses by attaching plates and blankets to cylinders and making necessary mechanical, ink and solution adjustments; assuring proper timing, alignment, registration and fit.
11. Assists Graphics Designer with appropriate artwork imposition for efficient use of specific presses.

**KEY DUTIES AND RESPONSIBILITIES (cont.):**

12. Supervises, trains and directs the work of student assistants and short-term non-continuing employees.

**EMPLOYMENT STANDARDS****ABILITY TO:**

Work independently with a minimum of direction; plan and schedule individual work assignments; detail oriented; work with highly technical and complex projects within defined deadlines; produce high quality, single multiple-colored and 4-color process material with speed, efficiency and accuracy; set up, adjust, maintain and operate offset printing equipment, bindery and finishing equipment; clean and maintain equipment; learn new procedures and the operation of new equipment quickly; communicate effectively both verbally and in writing; work under pressure to meet deadlines; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Considerable knowledge of operation and maintenance requirements of offset presses, high speed bindery equipment, various papers, inks and their weights, grades and uses and pre-press formatting. Working knowledge of CTP equipment for production in pre-press. Working knowledge of materials and equipment used in binding and finishing printed materials: knowledge of high-speed copiers and their applications. health and safety regulations in relation to the use of equipment and chemicals.

**MINIMUM QUALIFICATIONS:**

*Any combination of specialized training, coursework and/or education and experience, which clearly demonstrates possession of the knowledge and abilities listed, is qualifying. A typical way to obtain the knowledge and abilities would be:*

***Education:***

Graduation from high school.

***Experience:***

Five years of experience in the operation of reproduction and offset equipment to include two years experience in process and multiple PMS work on non-duplicating equipment.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting and pushing heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work in an environment containing chemicals, vapors and high noise levels using personal protective safety measures.