CLASS TITLE: GRAPHICS TECHNICIAN I

BASIC FUNCTION:
Under the direction of the Graphics Supervisor, operate offset presses and related duplication, and bindery in the reproduction of various printed materials; perform minor adjustments to press and camera equipment to assure proper operation and maximum performance; perform minor preventive maintenance tasks and simple repairs on offset duplicating equipment; perform related clerical activities.

DISTINGUISHING CHARACTERISTICS:
Graphics Technician I incumbents perform responsible and skilled offset press and bindery equipment operation. The Graphics Technician II classification is the lead position in the Print Shop and performs more skilled and technical press operations duties.

REPRESENTATIVE DUTIES:
Operate offset presses and related duplication, and bindery in the reproduction of various printed materials, including tests, handouts, bulletins, booklets, curricular guides, forms, and letterheads; operate quick-copy equipment for production as appropriate; E

Prepare and adjust presses for operation; mix inks and prepare chemicals for daily production; inspect paper and fluid levels prior to use of equipment; clean and maintain equipment to assure quality production; assure completed jobs meet established quality standards; technical maintenance on high speed duplicator; E

Adjust paper feed and guide for weights and sizes of stock; ink and adjust rollers; regulate ink and paper flow; correct deficiencies in completed work to comply with work orders and Print Shop standards; E

Read and understand job requests; assure job order information is complete; select and prepare required stock materials, including cutting paper to required size; notify appropriate personnel of needed type and quantity of stock; prepare job cost estimates; E

Computer to Plate (CTP), burn, develop, gum, and preserve plates; E

Operate a variety of bindery equipment, including a collator, stitcher, folder, hydraulic cutter, dark room camera, plate maker, paper drill and punch, shrink-wrapping equipment, electro jogger, pallet jack, stapler, typewriter, and postage scale; E

Perform minor adjustments to press equipment to assure proper operation and maximum performance; E

Collate, sort, staple, stitch, drill, pad, fold, trim, bind, wrap, and box reproduced materials; assemble, package, and ship books and materials; E

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Communicate with County Office personnel and outside clients to discuss issues related to printing jobs; prepare, file and maintain records related to printing jobs; and perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Operation and care of offset press equipment;
- Operation of copier machine;
- Printing and graphics art terminology;
- Preparation of paper and metal plates used in reproduction operation;
- Ink and paper stock;
- General bindery procedures and equipment operation;
- Simple methods of laying out work for reproduction;
- Proper lifting techniques;
- Safety regulations and practices; and
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**
- Operate offset printing machines, CTP, and related bindery equipment used in reproduction activities;
- Perform minor adjustments and repairs to duplicating machines and related equipment;
- Maintain duplicating equipment in good working condition and perform minor repairs;
- Meet schedules and time lines;
- Estimate time and materials to complete work orders;
- Plan and organize work;
- Work independently with little direction;
- Understand and follow oral and written directions;
- Establish and maintain cooperative and effective working relationships with others; and
- Complete work with interruptions.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: graduation from high school, including or supplemented by course work in offset press operations and two years increasingly responsible experience in the operation of offset and multi-color presses, copier and related duplicating and bindery.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Print shop environment; subject to regular noise from Print Shop equipment operation; regular exposure to inks, solvents, fumes, and chemicals.

**PHYSICAL ABILITIES:**
- Require vision (which may be corrected) to read small print;
- Dexterity of hands and fingers to operate and adjust presses and Print Shop equipment;
- Hearing to determine proper machine operation;
Speaking to communicate with clients;
Reaching overhead, above the shoulders and horizontally;
Sitting and standing for extended periods of time;
Walking to deliver completed work orders;
Bending at the waist;
Carrying and lifting boxes and paper weighing up to 50 pounds;
Pushing carts and dollies; and
Kneeling or crouching to adjust equipment.

May be required to work evenings or weekends.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
Chemicals, cleaning solvents, and related fumes;
Working around and with machinery having moving parts;
May be required to work around loud noise; and
May be required to work around foul odors.