VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: GRAPHICS TECHNICIAN II

BASIC FUNCTION:
Under the direction of the Graphics Supervisor, plan, assign and review work of assigned Print Shop personnel; perform skilled offset press equipment and related duplications and bindery equipment in the reproduction of various printed materials; perform minor adjustments to press to assure proper operation and maximum performance; perform preventive maintenance tasks and repairs on offset duplicating equipment; perform related clerical activities.

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

REPRESENTATIVE DUTIES:
Perform lead duties in the Print Shop; review work orders with Supervisor and plan and schedule work; review work performed by Print Shop personnel; determine equipment assignments, supply needs, and due dates for completion; obtain warehouse supplies as needed; E

Communicate with customers and vendors to discuss issues related to printing jobs, equipment, and supplies; prepare, file and maintain records related to printing jobs, time sheets, inventory, MSDS chemical use, and purchase orders; E

Produce, maintain, burn, develop, gum, and preserve plates; E

Perform skilled operation of offset presses and related duplications and bindery equipment in the reproduction of various printed materials, including tests, handouts, bulletins, booklets, curricular guides, forms, and letterheads; operate digital high speed printer 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; 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; E

Operate a variety of bindery equipment, including a collator, stitcher, folder, hydraulic cutter, paper drill and punch, shrink-wrapping equipment, electro jogger, cart, stapler, typewriter, and

June 1999
REVISED June 2016
postage scale; Operate forklift; *E*

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

Collate, sort, staple, stitch, drill, pad, fold, trim, bind, wrap, and box reproduced materials; *E*

Provide lead direction to ROP and summer youth workers; assign, review and complete performance evaluations on ROP and summer youth workers; *E*

Perform related duties as assigned. *E*

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Skilled operation and care of offset press equipment, including mixing chemicals, Computer to Plate (CTP)
- Principles of training and providing work direction;
- Printing and graphics art terminology;
- Preparation of paper and metal plates used in reproduction operation;
- Ink and paper stock used in duplicating work;
- Skilled bindery procedures and equipment operation;
- Simple methods of laying out work for reproduction;
- Record-keeping techniques;
- Proper lifting techniques;
- Safety regulations and practices; and
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**
- Operate offset printing machines, plate-making equipment, digital high speed printer and bindery equipment used in reproduction activities;
- Perform adjustments and repairs to duplicating machines and related equipment;
- Maintain duplicating equipment in good working condition and perform repairs;
- Operate a forklift
- 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 constant interruptions.

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

**LICENSES AND OTHER REQUIREMENTS:**
Valid California driver's license.

_June 1999_
_REvised June 2016_
WORKING CONDITIONS:
ENVIRONMENT:
Print shop environment;
Subject to regular noise from Print Shop equipment operation; and
Regular exposure to inks, solvents, fumes, and chemicals.

PHYSICAL ABILITIES:
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.

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

HAZARDS:
Chemicals, cleaning solvents, and related fume; and
working around and with machinery having moving parts.