CITY OF
SIMI VALLEY

PRINTER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are ***not*** *intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, assists in providing printing services for all City departments; operates and maintains printing machines used for the preparation and reproduction of various printed materials; and assists with mail services.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepare a variety of graphic and printed materials for the City including, but not limited to, brochures, business cards, agendas, budgets, letterhead, flyers, maps, tickets, and catalogues; produce various printed materials as assigned and inspect printed work for accuracy, color consistency and flaws.

2. Set up and operate advanced printing machines and computer network and print devices including offset machinery, high-speed copier, color copier, platemaker, high-speed reprographics machine, and other advanced printing equipment.

3. Correct and modify department electronic files submitted for print production.

4. Operate all machines within printing services; operate high-speed photocopier machines to reproduce reports, forms, special publications and related materials.

5. Maintain and clean various printing machines including the platemaker and offset press; make minor repairs or adjustments as needed.

6. Operate folding and cutting equipment, padding press, hole puncher and binding equipment as needed; assist in bindery work.

7. Maintain print shop stock and supplies; order necessary supplies according to established procedures.

8. Provide technical information, assistance or advice to City officials and print shop users regarding printing, shipping and receiving, and USPS and UPS regulations and procedures as appropriate.

9. Assist in processing outgoing mail; assist in making deliveries; assist in sorting and distributing mail.

10. Assist as needed in the creation of design of artwork for print production.

11. As necessary, provide lead supervision and training to support services staff.

12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, techniques and operations of offset printing and bindery work.
Principles and methods of photographic stripping.
Procedures and methods of photocopying documents.
Methods and techniques for ordering press supplies.
Office procedures, methods, and equipment including computers and applicable software applications.
Various paper types and sizes.
Digital job layout for correct and efficient print production.
Basic mathematic principles.
USPS and UPS regulations and procedures.
Safe work practices.

Ability to:

Operate printing machines including offset machinery, binding machinery, platemaker, copy machine and similar equipment in a safe and effective manner.
Work with a variety of colored ink and paper stocks.
Sort and distribute mail at a speed necessary for successful job performance.
Plan and organize work to meet changing priorities and deadlines.
Operate office equipment including computers and supporting software applications.
Set up printing instructions through various print driver programs.
Adapt to changing technologies and learn functionality of new equipment and systems.
Make mathematical calculations and measurements.
Distinguish between colors and inks.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade; formal or on-the-job training on the use of various print shop equipment.

Experience:

Two years of experience operating offset printing machines, bindery machines and related printing equipment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Print shop environment; exposure to noise, grease, oils, electrical energy, various cleaning solvents; work with machinery.

Physical: Sufficient physical ability to operate assigned equipment; stand and use arms and hands for prolonged periods of time; repeated reaching, twisting, kneeling, bending, and stooping; moderate to heavy lifting, pushing and pulling.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; ability to distinguish colors.

Hearing: Hear in the normal audio range with or without correction.

Adopted: December 2003
Johnson & Associates

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