

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

OFFSET EQUIPMENT OPERATOR

Works under general supervision to operate offset printing press to produce copies of forms, reports, studies, and other reading material in one or more colors (hairline registrations), through the use of metal and paper printing plates. Mixes, matches, and/or applies solutions, inks, and protective coatings; adjusts, cleans, oils, and may make minor equipment repairs.

DUTIES AND RESPONSIBILITIES:

1. Sets up and operates an offset printer to reproduce printed forms, reports, studies, and other reading materials on a volume basis for both district and external distribution. Also operates punching, binding and collating machines as required.

8. Selects reproduction process considering cost, volume, and quality requirements. Maintains inventory and orders paper, inks, solvents, and material required to perform function. Makes cost estimates of jobs as requested.

8. Strips negatives and develops printing plates. Trims, punches, collates, and binds printed material into book format.

4. Cleans equipment, performs minor maintenance and adjustments on equipment, mixes solutions, keeps working area in a neat, clean and safe condition.

5. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

Education: Requires high school education or recognized equivalent plus proficiency in the operation of offset printing equipment.

Experience: Requires experience gained through job training or on work related to job training; the total is normally in excess of one year but seldom in excess of three years.

071971 Labor Grade 8, Salary Range 38 OFFSETEQUIPMENT OPERATOR

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