CLASS TITLE: GRAPHIC COMMUNICATIONS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director-Auxiliary Services, operate a variety of printing, bindery and related equipment to produce a variety of printed materials.

REPRESENTATIVE DUTIES:

Interpret printing specifications and analyze requirements to determine best method of production. 

Operate a variety of printing, bindery and related equipment in the reproduction of printed materials. 

Operate camera to produce negatives of camera-ready copy; determine screen size and exposure; develop and dry negatives in a darkroom; enlarge or reduce as needed. 

Strip negatives on flats; tape, opaque and make a plate burn; develop plates. 

Set up and operate offset press to run printing jobs according to printing specifications; adjust paper feed and guides for different weights and sizes of stock; apply ink and adjust rollers; regulate ink and repellent flow. 

Perform cleaning and minor adjustments and repairs to machines; maintain machines in proper working condition; recommend other repairs as needed. 

Perform a variety of bindery duties including assembling, binding, finishing, collating, stapling, folding and trimming reproduced materials; package completed orders for distribution. 

Communicate with originators to receive and provide information regarding printing jobs; review completed work to assure accuracy and completeness. 

Maintain a variety of records including logs of purchases, job cost estimates, production, files of plates and negatives according to established procedures. 

Prepare invoices for billing of printing costs. 

Order and maintain supply of paper stock and related materials. 

Maintain print shop in a neat, clean and orderly condition. 

Provide work direction and guidance to student helpers and other department personnel as assigned. 

Perform related duties as assigned.

Established October 1997
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, processes and equipment used in offset printing and bindery work
- Operation and maintenance of offset duplicating machines and related equipment
- Inks and paper stock used in duplicating processes
- Cameras, film developing and processing
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Technical aspects of field of specialty
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Provide work direction and guidance to others as assigned
- Operate camera, darkroom and plate-making equipment and prepare negatives and plates
- Tape, opaque and develop plates
- Set up and operate offset presses and related equipment
- Remain current on new printing technology
- Select appropriate type, quality and weight of paper
- Maintain, adjust and perform minor repairs to assigned equipment
- Understand and follow oral and written directions
- Produce quality printed work according to established production standards
- Perform assigned work according to established procedures, processes and operations
- Make arithmetic calculations quickly and accurately
- Work cooperatively with others
- Work independently with little direction
- Meet schedules and time lines
- Maintain records and prepare reports
- Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two years training in printing or graphic arts and two years skilled-level offset printing experience.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment
PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate specialized graphics and print shop equipment
Bending at the waist
Hearing and speaking to exchange information
Seeing to assure quality of work

HAZARDS:

Fumes from chemicals