

PRINT SHOP FOREPERSON

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves responsibility for assisting in the operations and management of a print shop. In addition, duties include the major responsibility for the operation of the automatic bindery equipment, and supervision of the preparation of materials for offset printing presses. This position differs from that of an Offset Printing Machine Operator in that it calls for more independent decision making on assigned projects and the addition of supervisory responsibilities. The incumbent works under the general supervision of a Print Shop Supervisor. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates the automated bindery machine in completing assignments; Supervises and operates offset printing machines and related equipment in completing duplicating assignments; Assists the Print Shop Supervisor in checking work orders and maintaining physical inventory; Assists in the supervision of the printing department personnel by assigning work and assisting with repairing machine failures during an assigned shift; Performs minor maintenance and repairs on equipment; Oversees the maintenance of various camera ready filing systems and other related shop files; Coordinates with the Print Shop Supervisor in preparation of job schedule; May prepare a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation and maintenance of offset printing and related equipment, printing tools, techniques, and terminology; good knowledge of printing inks, papers and other materials; good knowledge of the tools, terminology and uses of equipment used in preparation of printed materials; good knowledge of the composition and layout of printing work; good knowledge of the operation and maintenance of automated bindery equipment; ability to make adjustments and repairs to duplicating and related equipment; ability to plan and supervise the work of others; ability to follow oral and written directions; ability to get along with others; manual dexterity; accuracy.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma, AND
- B. Four years experience in the operation of offset printing presses, high speed copiers and related bindery equipment.

Adopted 6/3/08
competitive