

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

OFFSET PRESSMAN

SALARY SCHEDULE: SSP-10

COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) [five (5)] years operating offset presses and related printing equipment, to include graphics art cameras, plate processing equipment, folders, bindery equipment, copiers and others.
- (3) Ability to demonstrate offset press proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to accurately set and operate print shop equipment, including offset printing equipment, cameras, plate processors and finishing equipment. Ability to load and unload print shop materials. Ability to work with various chemicals related to printing systems. Ability to work as a team member. Ability to communicate with school personnel.

REPORTS TO:

Print Shop Supervisor [Director of Materials Management or designee]

<p>JOB GOAL</p>

<p>To produce high quality offset printed materials for school system.</p>
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SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Inspect work requests and analyze all aspects of the printing request prior to job origination.
- * (2) Organize printing requests to ensure continuous operation of equipment for maximum productivity.
- * (3) Operate offset presses and related equipment, making adjustments to ensure high quality finished printed products.
- * (4) Diagnose and correct equipment malfunctions.
- * (5) Perform operator maintenance and cleaning of print shop equipment.
- * (6) Paste up artwork, strip flats and process plates.
- * (7) Set up, calibrate and operate folding, bindery and finishing equipment.
- * (8) Maintain accurate records of print shop job requests and delivery records.
- * (9) Maintain a perpetual inventory of printing supplies.
- * (10) Carry out assignments to completion with little or no supervision.
- * (11) Maintain a courteous and professional manner.
- * (12) Maintain work area in a safe and secure manner.
- * (13) Use positive, effective interpersonal communication skills.
- * (14) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- * (15) Participate in workshops and training sessions as required.
- * (16) Keep supervisor informed of potential problems or unusual events.
- * (17) Respond to inquiries and concerns in a timely manner.
- * (18) Prepare all required reports and maintain all appropriate records.
- * (19) Follow all School Board policies and department policies and procedures.

OFFSET PRESSMAN (Continued)

- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium [Heavy] Work: Exerting up to 50 [100] pounds of force daily [occasionally], and/or up to 20 [50] pounds of force frequently and/or up to 10 [20] pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities