

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Press Operator**

Dept: **Graphics**

Job Code Number: **10493**

Reports to: **Graphics Supervisor**

Grade Number: **10, Represented**

Effective Date: **January 2010**

FLSA Status: **Non-exempt**

General Position Summary:

Operate and maintain Digital Imaging printing press such as Presstek Directpress 5634 and other print shop equipment. Order and maintain inventory of paper, ink and supplies essential to printing operations with vendors and through purchase request system.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Set up, operate and maintain digital imaging 4-color printing press. Calibrate, operate and maintain raster image processor and Epson proofing printer.
2. Coordinates printing priorities and schedule with Graphics Supervisor. Maximize efficient use of press operation time, paper and supplies.
3. Perform press setup operations including: following DI press pre-operation maintenance schedule, downloading jobs in preparation for daily print schedule, press calibration, paper loading and selection.
4. Perform post press operations including: scheduled DI press maintenance on a daily and weekly schedule; bindery, finishing and shipping preparation, including operation of electronic paper cutter, paper folders and other bindery equipment as required...
5. Monitor press and arrange for warranty and service contract maintenance and repair as required.
6. Maintain clean work area.
7. Order and maintain press and printing supplies, work with vendors and the KCLS purchasing department to ensure adequate inventory and timely delivery of essential supplies.
8. Attended required training sessions.

Secondary Duties:

1. Provide backup assistance to Graphic Technician in monitoring print, copy and form orders ready for production.

2. Operate digital copiers as needed to assist in completing print copy and form orders on schedule.
3. Deliver printed materials to departments including Shipping.
4. Perform other related duties as required or as assigned.

Communication:

The position has some contact with other KCLS staff members and regular contacts with purchasing, shipping, ITS and facilities department and regular contacts with equipment and supply vendors. Contacts are generally to provide and exchange information and to order equipment and supplies and arrange for service or repair of essential pressroom equipment. Contacts seldom contain confidential or sensitive information.

Initiative:

The position incumbent operates from specific and definite directions and instructions. The position has no formal responsibility for designing new programs, services or concepts. Creativity and problem solving ability is required to troubleshoot pressroom workflow, time management, and processes. The position involves a moderate degree of complexity. The position operates independently with minimal supervision. The position encounters recurring work situations with occasional variation from the norm. Decisions are made within strictly prescribed operating guidelines. Decisions typically involve managing work schedules and time and determining the best approach to completing printing assignments.

Accountability:

The position encounters regular interruption requiring some flexibility. The position foresees issues associated with own work and the work of others in the work unit and identifies future needs for supplies, equipment and resources. Decisions made have little or no impact on others other than occasional delay in meeting schedules. The work is regularly checked by supervisor, manager and internal customers...

Leadership:

The position does not include mentoring responsibilities and has no responsibility for serving as a role model for subordinates.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent along with specialized graphic production training.

- Successful completion of certified training program for Presstek Directpress 5634 or equivalent.
- Demonstrated ability to produce quality products according to specifications.
- Classroom and on-the-job training to learn specialized functions.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge in digital printing press. .
- Considerable knowledge of the variety of materials used in the printing process.
- Working knowledge of packing and shipping procedures.

Ability to:

- Work independently with minimal supervision.
- Exercise initiative in the performance of job responsibilities.
- Use common courtesy and tact when dealing with employees, vendors and others.
- Manage time to maximize productivity.
- Observe situations and pay attention to details.

Skill in:

- Operating press to maximize productivity.
- Arranging/scheduling jobs and required steps to minimize set-up time and maximize operating time.
- Operating printing department machinery such as cutters, binding equipment, finishing equipment, desk top printers and power pallet jack.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

The position requires constant standing, repetitive foot motion, handling, grasping, hearing and the use of visual senses. Frequent walking, kneeling, stooping, talking, reaching and bending are required. Pushing and pulling pallets of paper and lifting and carrying up to 100 pounds on a regular basis is required.

WORK ENVIRONMENT

Work is performed indoors in a print shop environment and involves heavy lifting, constant standing, and working near moving mechanical parts and working with harmful chemicals requiring that appropriate precautions be taken.

Advancement Possibilities:

Open depending on education, experience and training.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR

Final: 7/31/01
Revised: 7/15/06
Revised: 12/21/09