

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Production Printer

**BASIC FUNCTION:** Under the supervision of the area Vice President, responsible for the completion of all District printing work undertaken in the District Printing & Graphics Center, performs a variety of work in the maintenance and operation of a print shop.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**

1. Primary press operator of large and small offset presses used in the production of single, multi and full color printing jobs. Interpret job information in order to determine supplies needed to produce products that are cost effective to the District.
2. Downloads computer files, creates page layout based on job specifications and prepares them for Computer-to-Plate (CTP) output utilizing pre-press software. Troubleshoot problems, and work with Graphic Designers in correcting digital errors.
3. Produce press plates for production of jobs by utilizing Computer-to-Plate (CTP) technology.
4. Works closely with Graphic Designers and customers by producing high quality proofs and performing press checks to ensure that color accuracy and District branding is maintained. Interpret color management software and densitometers in the process of color accuracy.
5. Completes bindery on printing jobs as required. Operates cutter, folder, stitcher, spiral/comb punch, and other bindery equipment as needed per job.
6. Plans, organizes and prepares tasks with department staff to prioritize jobs and ensure that timelines are met; helps estimate time and materials needed for jobs. Works with Production Specialist in the ordering of supplies and parts needed for maintenance and repairs.
7. Interprets Material Safety Data Sheets (MSDS) on products used in order to keep daily logs of chemicals for Volatile Organic Compound (VOCs) tracking as required by the state; Works closely with vendors in the testing of chemicals to ensure that all products used do not exceed state and Air Quality Management District (AQMD) guidelines as required by law.
8. Performs major repairs as the assistant to outside repair technicians and performs routine maintenance and repairs on equipment to ensure safety and productivity.
9. Utilizes a network database to enter and retrieve job information for billing purposes, job tracking and record keeping.
10. Works with warehouse employees and customers in the coordination of job pickup and delivery, and ensures that timelines are met and jobs are tracked accurately.
11. Maintains a safe environment based on Cal-OSHA/Fire Marshal guidelines in the handling and disposal of hazardous materials.
12. Assists instructors and provides work direction to students as needed
13. Assists in the development of new procedures and systems.
14. Maintains updated knowledge of technology and software programs.
15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent.

**EXPERIENCE:** Two years of closely related work in the printing trades and in the maintenance and operation of printing equipment, which includes one and one-half years of full-time experience on large presses (Heidelberg GTO 4-color, Heidelberg Sork 1-color, AB Dick 9840, Heidelberg Quickmaster 2-color) are required. Experience in prepress is highly recommended.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Computer-to-Plate technology and Prepress practices; Methods, tools, equipment, and materials used in the maintenance and care of a printing plant; Mac and PC computers; Press repair and maintenance.

**ABILITY TO:** Develop work standards and to organize and schedule printing jobs; estimate costs; keep records and make reports; follow local and state guidelines in the handling of hazardous material; develop and maintain effective working relationships.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, customers, faculty, students, repair technicians, District employees, and vendors.

**WORKING CONDITIONS:** Normal printing environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.