

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

OFFSET PRESS TECHNICIAN/PRESS ROOM TECHNICIAN
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of ten (10) years of printing experience
- Must be willing to exercise care and ensure quality productions with minimum waste or other costs

Desired Qualifications:

- Studies in graphics art

Performance Responsibilities:

- Perform duplicating and printing jobs (full range of offset printing products) as assigned
- Assist in the performance of all types of pre-press operations such as layouts, camera negative processing, stripping in negatives, presensitized plate making and plate storage and recall system
- Assist in post-printing functions as necessary, such as collating, sorting, cutting, binding, trimming, gluing, stapling, etc.
- Assist in identifying work that can be performed by volunteers, work study student and staff members temporarily assigned
- Perform operator maintenance (daily and weekly scheduled) on presses and assist, if necessary, in performance of operator maintenance on collators, stitchers, folding machines, drills, staplers, etc.
- Maintain the printing working areas in a high state of cleanliness, orderliness and business-like appearance at all times
- Perform all in-house repairs and/or report any repairs needed by outside vendors
- Perform all routine maintenance on all equipment
- Keep inventory of supplies or parts needed and report any supplies or parts to supervisor for ordering
- Perform other duties as assigned by the Director of Facilities, Maintenance and Security and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Facilities, Maintenance and Security and/or designee

Evaluation:

Annual evaluation done by the Director of Facilities, Maintenance and Security and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level S

Job Code:

77634

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 05/17/11, 09/06/11, 06/10/14