

## COUNTY OF SOLANO

### DUPLICATING EQUIPMENT OPERATOR

#### DEFINITION

Under direction, operates duplicating equipment to reproduce charts, schedules, bulletins, forms and related documents; performs related duties as required.

#### DISTINGUISHING CHARACTERISTICS

This is a journey level class characterized by the responsibility to reproduce written materials by operating an offset duplicating machine and other duplication equipment in accordance with written and/or verbal instructions. This class is distinguished from that of Duplicating Services Supervisor by the latter's responsibility to plan and organize the work of the central duplicating shop.

#### EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Operates offset duplicating machine; installs sensitized metal printing plate or master copy of plastic-coated paper around press cylinder of machine and locks plate or master copy into position using hand tools; turns hand wheel and ink fountain screws to regulate ink flow; turns elevator crank to raise feed table to proper height.
2. Selects paper stock according to color, size, thickness and quantity specified; stacks and positions paper; adjusts feed according to weight of paper; mixes ink, matches colors and ensures proper consistency for printing.
3. Prepares masters for dual head press using a photographic process and special camera equipment; prepares masters for NCR paper; adjusts and operates high speed xerography machine.
4. Performs miscellaneous duties related to the reproduction of printed material, such as hauling and stacking paper supplies; collating, padding, punching, drilling, binding, folding, stapling and cutting jobs to finished size; completely maintaining work records and routine reports.
5. Performs routine preventative maintenance on duplicating equipment; may assist in storekeeping, inventory, and distribution activities; maintains the shop area.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Some printing or reprographic experience which included operation of an offset duplicating machine and which demonstrates possession of and competency in requisite knowledge, skills and abilities.

KNOWLEDGE/SKILLS/ABILITIES

Considerable knowledge of the types, qualities, weights and uses of various paper, inks, solvents and products used with offset duplicating machines; operation of offset duplicating and xerography machines; equipment used in reprographic shops such as joggers, copy sorters, drills, paper cutters, folders and master imagers; types of printing and jobs and requirements encountered in government printing operations; maintenance techniques for duplicating machines.

Skill in operating an offset duplicating machine; collators, spiral binders and other such equipment.

Ability to operate offset duplicating machine and other reprographic and binding equipment; distinguish between various grades and weights of paper; maintain accurate records and document actions taken; organize and prioritize work assignments; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; make routine arithmetical calculations; proofread and/or edit for printing errors; research technical reference manuals; maintain confidentiality of information; recognize and respect limit of authority and responsibility; distinguish and match ink and paper colors; jog, pad, cut, fold and collate paper of various sizes and weights.

SPECIAL REQUIREMENTS

Incumbent must be able to work in a noisy environment where work may include lifting objects weighing between 50 and 100 pounds.