

GRAPHIC ARTS MACHINIST

DEFINITION

Repairs and maintains a wide variety of printing, linecasting, bindery, and related equipment.

TYPICAL DUTIES

Repairs, adjusts, and maintains a wide variety of graphic arts and related equipment, such as offset, letter-press, and proof presses; collators; paper cutters; folders; stitchers; process cameras; platemakers; light tables; and other printing, bindery, and related equipment.
Fabricates small parts for machines by operating drill presses and lathes.
Explains and demonstrates the proper operation and care of equipment to District personnel.
Modifies equipment as requested.
Moves and installs equipment.
Diagnoses causes of equipment malfunction and submits parts orders.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Graphic Arts Machinist repairs and maintains a variety of graphic arts equipment, such as printing presses; bindery equipment; and related equipment.

The Graphic Arts Machinist Supervisor is responsible for providing maintenance and repair services for District graphic arts equipment and has responsibility for planning, directing, and reviewing the activities of the personnel involved.

SUPERVISION

General supervision is received from the Graphic Arts Machinist Supervisor.

CLASS QUALIFICATIONS

Knowledge of:

Safety practices in the maintenance and repair of graphic arts equipment
Operation of machines and power hand tools used in the machinist and printing trades
Electric motor connections and the operation of linotype metal pots and feeders
Electronic controls

Ability to:

Operate machines and power hand tools used in fabricating small repair parts
Demonstrate the proper operation and care of equipment

Special Physical Requirements:

Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, and pull
Safely lift and carry objects weighing up to 75 pounds
Normal hearing to listen to any unusual sounds from equipment
Normal color vision to distinguish color-coded wiring
Acute vision to see details

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of journey-level experience in the repair and maintenance of presses that produce printing sheets of 10" x 15", 14" x 20", or larger; and one year of experience in the repair and maintenance of bindery equipment such as paper cutters, folders, drills, stitchers, and binders.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and or/abilities. Management retains the discretion to add or to change typical duties of the position at any time.