

OFFSET PRESS OPERATOR

JOB SUMMARY

Under general supervision, operate and maintain offset press and direct impression duplicating equipment in the reproduction of varied computer generated materials. Print various types of masters. Operate other equipment such paper cutter, binder, folder, drill, Xerox booklet maker, perforator, and collating machines. May assemble and staple reproduced materials.

TYPICAL DUTIES

Operate offset press to run multicolor, single color, halftone, large solids, reverses, and perfect register using a variety of offset plates, paper, chemicals, inks, etc. Utilizing plate maker, or metal plate burner, produce plates needed for completing assignments. Compute press time, press run totals, and materials used while working to meet constant deadlines. Maintain quality control by spot checking job for completeness and accuracy. Perform routine maintenance tasks on offset duplicating equipment. Make minor repairs, adjustments, and parts replacement for duplicating services equipment. May assist in training of other employees and substitutes. May operate other equipment such as computer, collator, paper cutter, spiral punch and binder, stapler, folder, stitcher, etc. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and a certificate in graphic communications. A minimum of one year experience in the operation and maintenance of offset and direct impression duplicating equipment, including some technical printing and computer skills.

Knowledge of:

The operation, adjustment, and maintenance of a vareity of duplicating equipment, including an offset press. Printing methods, supplies, and equipment. Safety procedures related to the operation of binder, cutter, perforator, folder, and other duplicating equipment. Modern office practices, procedures, and methods, including the use of standard office machines, telephone techniques, and records storage and retrieval. Planning, estimating, and assigning work.

Ability to:

Perform repetitive tasks requiring constant exercise of manual skills and mental alertness while maintaining quality production speed. Set up, maintain, adjust, and operate offset and direct impression duplicating equipment. Plan and schedule work to meet prescribed deadlines. Maintain records and order supplies when needed. Understand and follow oral and written instructions. Provide training and work direction to others as required.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING
CONDITIONS**

Constant exposure to fumes from chemicals used in a print shop. Constant machine noise. Extended periods of standing.