

OFFSET PRESS OPERATOR

KIND OF WORK

Operation of an offset printing press and related equipment.

NATURE OF PURPOSE

An employee in this class is responsible for operating an offset printing press. The employee receives general instructions from the Duplicating Shop Supervisor or a Senior Offset Press Operator regarding layout and design, but must rely on knowledge of lithographic processes and skill to produce the desired product. The operator may be required to make minor repairs and perform related tasks. Duties may include providing supervision to students or other employees in bindery operations.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Operates an offset printing machine to produce a variety of printed materials and products such as forms, brochures, color jobs and halftones.

Keeps press in good working order, making repairs and adjustments as needed.

Prepares offset plates.

Maintains and requisitions materials and supplies used in offset printing.

Files plates for future use.

Supervises others in the operation of bindery machinery.

Maintains billing and inventory records in smaller shops.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

The methods and operations of an offset press.

Types of paper and their reaction to different inks.

Offset inks and their application.

Ability to:

Recognize machine malfunctions and take proper corrective measures.

Prepare offset plates.

Understand and follow oral and written instructions.

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Rev.: 3/8/71
Rev.: 3/20/78

T.C.:
Former Title(s):