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## Offset Press Operator 09

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### XP-4417-09

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located in

Works as an Offset Press Operator under general supervision on a single-color offset press to print single-color, two-color, and/or multi-color work. Operator may be subject to shift assignments and may be assigned to different presses.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Assignments include setting up, adjusting, operating and maintaining a single-color offset press to print single-color, two-color, and/or multi-color work which typically include large solids, screen tints, duotones, line, and halftones with registration requirements that range from visually close to hairline.

Performs all types of press make ready, mechanical adjustments, parts replacement and repair, and press wash-ups.

Interprets job orders and determines proper printing sequence of colors to insure critical registration of line and screened images is reproduced.

As required, gives direction to less experienced Offset Press Operators about the operation and adjustment of the press and/or inspects their work while in progress and upon completion.

#### III. FACTOR LEVELS

Factor 1- Skill and Knowledge

Thorough working knowledge of and skill in a variety of difficult manipulative and mechanical procedures to perform a variety of techniques in setups, adjustments, operations and maintenance to produce single-, two-, and/or multi-color work.

Thorough knowledge of offset printing procedures, materials and specifications, equipment, and safety requirements.

Knowledge of litho-process procedures and bindery work.

Skill to read and understand job specifications and knowledge of press capabilities to determine the most appropriate press usage, press settings and materials needed to run the job successfully.

Skill to make a variety of difficult precise settings of controls, settings and adjustments, and to perform routine operational maintenance of equipment.

Skill in routine operational maintenance and minor repairs to equipment.

Knowledge of the appropriate amount of packing pressure needed to obtain the proper printing pressure for the type of job being run.

Skill in use of micrometer to mount and align the printing plate correctly.

#### Factor 2 - Responsibility

Works under the general supervision of the supervisor and receives assignments from senior personnel in the form of oral instructions or written work orders. Makes independent decisions regarding press setups, adjustments, and operating procedures to establish and maintain registration and quality requirements according to the work order specifications. Completed work is spot checked for compliance with job specifications, overall acceptability, and established practice.

#### Factor 3 - Physical Effort

Prolonged standing, walking, bending, reaching, and crouching are required. Must climb on press to make some adjustments, clear jams, clean ink fountains, etc. Frequent lifting and carrying materials up to 40 pounds, and occasionally, materials in excess of 50 pounds, is required. Work requires good vision, and eye and hand coordination.

#### Factor 4 - Working Conditions

Work is performed indoors with adequate heat, light, and ventilation. Offset Press Operator is exposed to skin irritations from chemical solutions and inks used in press operation, cuts, and bruises to fingers during press operations and soilage from inks, chemicals, and grease. In addition, the operator is exposed to noises and unpleasant odors normally associated with press operations.

This position is non-exempt from coverage under the FLSA.

### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: September 27, 1994)

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