

Offset Equipment Operator I

DEFINITION

This work is the skilled manual and semi-automatic operation of smaller to standard-sized offset printing presses in the production of a variety of printed material.

Employees of this class must assemble, process and finish specific printing assignments in accordance with recognized standards and procedures. Work includes the regular maintenance and minor repair of offset equipment, as well as a variety of ancillary machinery.

Incumbents perform duties under close supervision, however, may exercise relative independence in the completion of assignments after the initial training period.

TYPICAL DUTIES*

Prints a broad variety of material including NCR paper, standardized forms, reports, budgets and council agenda.

Maintains and operates a wide range of offset machinery.

Maintains and operates auxiliary equipment supportive to offset printing.

Ensures the proper paper and plate type for each assignment.

Completes machine and paper adjustments during operation.

Creates, converts and maintains offset plates during the printing process.

Sets and monitors water solutions appropriate to each assignment.

Evaluates the finished product for adherence to the original and to finished quality.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of offset printing machine operation.

Knowledge of various chemical solutions used in offset printing.

Some knowledge of equipment maintenance and minor repair.

Ability to perform duties under considerable time pressures.

Some skill in assessing the quality of the finished product.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Successful completion of the twelfth (12th) school grade supplemented by a minimum of one (1) year's experience in the operation of small and standard size offset presses in production of a variety of printed material.

Developmental Level

Completion of the twelfth (12th) school grade supplemented by a minimum of six (6) months' experience, preferably in demonstrated aptitude and manual dexterity for press work.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0343			
Last Updated:	1981-04			
Previous Updates:	1980-11			
Originated:	1979-09			