

OFFSET PRINTING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is difficult and responsible work involving the operation and adjustments of a variety of offset printing machines and related equipment. Work is performed under the general direction of an administrative superior. Supervision may be exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Receives requisitions and fills orders for printing work such as forms, pamphlets, reports, bulletins and related materials;
- Operates offset duplicating machines or multi-lithe offset process machine and related equipment in completing the more difficult duplicating assignments;
- Works with department personnel in selecting the method of duplication, style and size of type and grade paper used in a particular job;
- Cleans, lubricates and makes minor repairs to equipment;
- Keeps informed of new developments in the offset printing field to advise department heads on the purchase and replacement of equipment;
- Maintains and makes adjustments to machines and equipment as required;
- Plans, lays out and prepares plates by cleaning, drying and sensitizing grained metal plates for image pre-sensitized paper and burns image in from a negative or operates electrostatic plate maker.
- Operates copier, mimeograph and other office machines and auxiliary equipment;
- Cuts out and pastes up or otherwise assembles and makes composites of printed or previously prepared materials for reproduction;
- Prepares correspondence and reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of the operation of offset duplicating and related equipment; good knowledge of duplicating tools, techniques and terminology; good knowledge of printing inks, papers and other materials; good knowledge of the composition and layout of duplicating work; ability to make minor adjustments and repairs to duplicating and related equipment; ability to plan and supervise the work of others; ability to understand and follow detailed oral and written directions; a high degree of accuracy; manual dexterity; industry and dependability; good hand and eye coordination; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two years of experience in the operation and minor maintenance of modern duplicating offset machines and related equipment.