

OFFSET PRINTING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is skilled work involving the operation and simple maintenance of offset printing and duplicating equipment. The work is carried out according to established departmental procedures. Work is performed under the general supervision of an administrative employee of higher rank with leeway allowed for planning order of printing tasks to coordinate with originator's needs. Supervision over others is not normally a responsibility of this position.

TYPICAL WORK ACTIVITIES:

1. Operates offset printing machine in the preparation of a variety of forms, announcements, flyers, and notices;
2. Prepares paper and/or aluminum offset plates through the photostatic process;
3. Cleans and maintains equipment;
4. Keeps inventories and files master plates;
5. Instructs clerical assistants in the preparation of paper and/or aluminum plates;
6. May operate or instruct assistants in the use of other related equipment such as platemakers, cutters, folders and padders;
7. May order and maintain supplies and materials necessary for the operation and maintenance of equipment;
8. May prepare layouts of simple designs;
9. May perform maintenance work;
10. May perform assorted but routine errands;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the methods and techniques used in the operation of offset printing and duplicating and related equipment; ability to carry out complex oral and written directions; clerical and mechanical aptitude; ability to get along well with others; good manual dexterity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Satisfactory completion of a course designed to train candidates in the operation of offset printing and duplicating equipment;
- OR: (B) Six (6) months of full-time work experience;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

SV6302

ADOPTED: 08/01/75

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