

OFFSET PRINTER

DISTINGUISHING FEATURES OF THE CLASS:

This is technical work involving responsibility for the operation and maintenance of offset presses and related equipment, such as offset presses, cutters, folders, and padders. The work is carried out in accordance with established procedures and involves various aspects of the reproduction process with a concentration in operating an offset press. The class differs from that of Offset Printing Machine Operator by virtue of a more complete involvement in the total printing process from layout to the finished product. Work is performed under the direct supervision of the Reproduction Supervisor, Office Services Manager, or other supervisor with leeway allowed for judgment on technical procedure. Supervision is not normally a function of the position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Manipulates customer provided and/or print shop created computer files in order to prepare for printing processes;
2. Performs graphic design and typesetting using industry standard software;
3. Uses techniques within specialized software to adjust, fix, dodge, burn, and rotate photographs;
4. Troubleshoots customer provided computer files that are corrupted;
5. Prepares polyester and/or aluminum offset plates through the computerized process;
6. Keeps electronic master file of all completed jobs that is updated daily;
7. Adjusts and operates offset presses;
8. Operates related equipment, e.g., photocopiers, plate maker, folder, cutter, padding press, booklet maker, collator, drill press, inserter, stuffer, laminator, binding comb punch and inserter, stitcher, and perfect binder in order to complete printed items;
9. Performs manual labor, e.g., collating, stapling, labeling, stuffing and moving boxes as needed;
10. Keeps inventories of supplies;
11. Performs maintenance on equipment including cleaning, lubrication and adjustments;
12. May supervise and participate in the processing of internal and external mailings;
13. Has straw boss supervision to direct courier and mail room staff to insure timely deliveries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods and techniques used in the operation of offset printing and duplicating and related equipment; good knowledge of printing inks, papers and other materials; working knowledge of job cost and billing; ability to read and understand written material; mechanical aptitude; ability to follow oral and written directions; physical condition commensurate with the demands of the position.

OFFSET PRINTER (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of a vocational course of at least six months duration in printing or a related field which involved the complete printing process at a regionally accredited or New York State registered college, university, vocational or technical school;
- OR: (B) Six months of experience in the operation of offset printing and related equipment;
- OR: (C) An equivalent combination of training and experience between the limits of (A) and (B) above.

ADOPTED: 08/01/75

REVISED: 08/29/78 12/12/84 06/02/86 07/01/91 11/05/14