



Career Service Authority

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Press Operator

GENERAL STATEMENT OF CLASS DUTIES

Operates various offset printing press and bindery equipment.

DISTINGUISHING CHARACTERISTICS

Press Operator operates various offset printing press and bindery equipment. It is distinguished from Copy Center Operator which performs bindery and reprographic work in a quick-copy center.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

Level of Supervision Exercised:

None.

ESSENTIAL DUTIES

Operates and maintains printing presses by locking up forms and setting for scoring, perforating and numbering individual sheets. Hand-sets type if necessary.

Matches paper stock with correct ink and water balance to maintain consistent color density throughout the press run.

Prepares inks, chemicals and printing solution compounds for use on press and for cleaning and maintaining equipment.

Sets up and produces multi-weight printing jobs with coated stock using two or more colors, including dot-to-dot, four-color registration, if required.

Identifies and corrects factors causing paper problems, making impression control and other adjustments to the mechanical operations of the press to control paper stream feed.

Operates and maintains digital plate making equipment and software.

Cleans, services, adjusts and makes routine repairs to printing presses.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Mechanical - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Troubleshooting - Determining causes of operating errors and deciding what to do about it.

Integrity/Honesty - Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Knowledge of equipment, practices, and procedures common to the printing business sufficient to be able to operate a variety of printing presses.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe environment for self and others.

Knowledge of chemicals and inks sufficient to be able to operate, clean and maintain printing equipment.

Knowledge of the operation of the printing press sufficient to be able to perform minor maintenance and repair.

Skill in maintaining consistent color density throughout the press run.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Skill in identifying and resolving problematic situations related to the work assignment.

Physical Demands:

Standing: remaining on one's feet in an upright position. Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 50 pounds.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to peripherally.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposure to hazardous conditions where there is danger to life, body, and / or health.

Exposure to hazards from electrical/mechanical/power equipment.

Exposure to toxic chemicals.

Subject to frequent contact with water or other liquid.

Subject to sufficient noise to cause distraction or possible hearing loss.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Two years of experience in the operation of print shop offset printing presses and bindery equipment.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement

Additional appropriate experience may be substituted for the minimum education requirement.

Licensure and/or Certification:

By position, possession of a valid driver's license at the time of application. Possession of a valid Colorado Class "R" driver's license prior to the end of probation.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 06/28/2009

REVISED BY: Meredith Creme

CLASS HISTORY: 06/2009; class specification was put into a new format; essential duties were updated; a distinguishing characteristics narrative and competency statements were added.