

Career Service Authority

Senior Press Operator

Revised Date

Revised By

Don Braden

FLSA Code

Non-Exempt

Est. Date

09/16/95

General Statement of Duties

Operates all specialized, offset printing presses and bindery equipment in a large print shop, including quality control, and provides assistance and training to press operators to ensure production continues.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Operates all production presses and monitors work and provides training as needed, to ensure quality control and continuous production.
 - *Knowledge of training techniques sufficient to be able to train others to perform the duties of the work assignment.*
 - *Skill in communicating and presenting factual information related to the work assignment.*
 - *Skill in establishing and maintaining effective working relationships with other employees and the public.*
2. Operates and maintains printing presses by locking up forms and setting for scoring, perforating and numbering individual sheets. Hand-sets type if necessary.
 - *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.*
3. Operates systems for offset-process, sheet-fed printing machines and bindery equipment, including vacuum, air pressure and mechanical timing control systems.
 - *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.*
- 4. Matches paper stock with correct ink and water balance to maintain consistent color density throughout the press run.
 - *Skill in maintaining consistent color density throughout the press run.*
- 5. Prepares inks, chemicals and printing solution compounds for use on press and for cleaning and maintaining equipment.
 - *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.*
- 6. 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.
 - *Skill in identifying and resolving problematic situations related to the work assignment.*
- 7. Sets up and produces multiweight printing jobs with coated stock using two or more colors, including dot-to-dot, four-color registration, if required.
 - *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.*
- 8. Cleans, services, adjusts and makes routine repairs to printing presses.
 - *Knowledge of the operation of the printing press sufficient to be able to perform minor maintenance and repair.*
 - *Knowledge of chemicals and inks sufficient to be able to operate, clean and maintain printing equipment.*
- 9. Some positions may be assigned primary responsibility for operation of particular specialized equipment, such as the Webb press.
 - *Skill in assuming responsibility for the operation of a particular piece of equipment.*

10. Performs other related duties as assigned or requested.

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

Job Requirements

Level of Supervision

May perform leadwork over subprofessional employees.

Guidance and Decision Making

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 is primarily concerned with the application of standardized practices. Decisions or recommendation on nonstandardized situations are limited to relating organizational policies to specific cases. Problems which are not covered by guidelines or are without precedent are taken up with the supervisor. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications

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

Physical Demands

Standing: remaining on one's feet in an upright position.

Handling: seizing, holding, grasping, or otherwise working with hands.

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.

Physical Strength

Lifting: Raising or lowering an object more than 50 pounds.

Vision Requirements

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 see peripherally.

Color Vision: ability to distinguish and identify different colors.

Mental Demands

Mathematical reasoning

Memorization

Spatial Orientation

Written Comprehension

Environmental Conditions

Wet: frequent contact with water or other liquid.

Noise: sufficient noise to cause distraction or possible hearing loss.

Hazards: conditions where there is danger to life, body, and/or health.

Working Conditions

Exposed to hazards from electrical/mechanical/power equipment

Exposed to odorous chemicals and specimens

Subject to injury from moving parts of equipment.

Minimum Education

Graduation from high school or possession of a GED Certificate.

Minimum Experience

Three years of print shop experience operating letterpress, offset duplication, bindery equipment and a variety of other printing machines and devices.