

PRINTING EQUIPMENT OPERATOR II

This is skilled work in the operation of an offset press with a maximum sheet size of 11 x 17.

Employees operate equipment independently to print quality forms, maps, letters, pamphlets, and other printed materials. Peripheral equipment, such as a folder, cutter, jogger, collator, stapler, or perforator are operated to assemble and bind printed materials as required. The majority of the work is produced by the use of paper or plastic (electrostatic) plates producing some color work or utilizing metal plates occasionally for routine, repetitive, and long run forms. Work is performed under the general supervision of a higher-level press person or supervisor. Work is evaluated by examination of printed materials for quality of work and adherence to instructions and by the condition of the machinery after use. Employees may perform other duties as required.

I. DIFFICULTY OF WORK:

Complexity of Work - Employees perform all tasks necessary in printing a variety of forms, charts, letters, and similar printed materials. In addition, employees must make minor repairs and adjustments necessary to successful printing operations and clean and lubricate equipment.

Intricacy of work - Employees must balance the flow of air, water and ink by adjusting controls to produce quality printing. Close registration and accuracy is required. Paper must be cut and folded accurately, within 1/32 of an inch, when required.

Controls Over Work - Employees receive work in written and oral form with specific instructions. Employees, under normal situations, must setup and operate press independently. If problems occur, employees resolve most situations but the most difficult problems are usually referred to a higher-level press operator or supervisor.

Judgmental Demands - Employees must be able to judge the optimal mixture of ink and water to offset the ink onto the paper and adjust the air/vacuum for paper control. After machine is balanced, employees maintain these systems to produce a quality product. Employees determine the exactness and acceptability of their products. Printing modifications are directed by their supervisor.

II. RESPONSIBILITY:

Potential - Potential exists for damage to expensive printing equipment and loss of expensive materials and supplies. Potential exists for fire due to the chemicals and paper used.

Care and Attention - Employees must continuously monitor the product and the printing press while in operation in order to maintain a consistent offset process. If problems occur, employees must make the necessary adjustments or shut down for repair if no adjustment can be made. Operators must clean the inking system after each run is completed and changes the watering system weekly to assure quality offsetting.

III. PHYSICAL EFFORT:

Intensity of Effort - Employees must stand, bend, lift, and stoop to operate the press and related equipment.

Frequency and Duration - The majority of the work is done while standing for moderate lengths of time with occasional adjustments by hand.

IV. WORK SURROUNDINGS AND HAZARDS:

Worker Surroundings - Employees work in a shop environment with proper lighting and ventilation but are exposed to continuously running machinery and printing chemicals and odors.

Hazardous Conditions - Employees must work around noisy printing equipment and ink and solvent odors. Potential exists for some hearing loss over time.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Working knowledge of the operation, adjustment, and maintenance of an offset printing press and related equipment. Working knowledge of a variety of papers, inks, and chemicals used in the printing process. Ability to learn, understand, and carry out routine written and oral instructions. Ability to perform routine clerical work. A mechanical aptitude and physical stamina to lift, stand and bend under light physical strain.

Minimum Education and Experience - Graduation from high school and one year of experience in the operation of a small press and related printing equipment; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.