

## SENIOR OFFSET MACHINE OPERATOR

### DEFINITION

Performs skilled work in operating up to an 11" x 17" single color offset duplicators and machines and gives work direction for the work of offset machine operations in a reproduction unit.

### TYPICAL DUTIES

- Sets up, operates, and maintains printing duplicators and machines that produce up to 11" x 17" printed sheets.
- Organizes the work flow of offset duplicators and machines in a small reproduction unit and/or instructs, gives work direction, and inspects the work of a group of Offset Machine Operators.
- Mounts printing plates and adjusts duplicators and machines to size, thickness, and position of the image area of the paper.
- Selects and/or mixes ink for color reproduction, changes ink fountains as necessary, and adjusts ink distribution.
- Treats press plates with chemicals for proper printing.
- Checks reproduction material for clarity and intensity of print.
- Cleans, adjusts, services, and makes minor repairs to duplicators, machines, and related equipment.
- May operate a T-51 color head.
- May prepare chemical solutions for sensitizing, developing, and cleaning plates.
- May clean, gum, and store plates.
- May keep records of jobs received and completed.
- May give work direction to the punching, collating, stapling, padding, and other operations required to turn out a finished product.
- May process negatives to printing plates.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Offset Machine Operator performs skilled work in setting up, operating, and maintaining offset duplicators and machines that produce 11" x 17" printed sheets and organizes and provides work direction for the work of Offset Machine Operators.

An Offset Press Operator performs skilled work in setting up, operating, and maintaining a web-fed offset press; a tandem press capable of simultaneous two-color reproduction; or a press that produces up to 19" x 25" printed sheets.

An Offset Machine Operator performs work of average difficulty in setting up, operating, and maintaining offset duplicators and machines up to 11" x 17" capacity.

### SUPERVISION

General supervision is received from the Reprographic Services Coordinator. Work direction is exercised over Offset Machine Operators.

## CLASS QUALIFICATIONS

### Knowledge of:

Operation and care of offset duplicators and machines  
Paper, stock, inks, and chemicals used in reproduction operations  
Power equipment used in finishing operations

### Ability to:

Provide work direction effectively  
Set up and operate offset duplicators and machines

### Special Physical Requirement:

Stand for extended periods of time

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision. An Associate of Arts or Science in graphic arts including courses in offset machine operation, platemaking, and stripping is desirable.

### Experience:

Two years of experience in the operation of an offset machine or duplicator.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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