

## SENIOR OFFSET PRESS OPERATOR

### DEFINITION

Performs the more difficult offset press work and assists in giving work direction to a group of employees engaged in the operation of offset presses that produce up to 19" x 25" printed sheets or employees engaged in the operation of web-fed presses.

### TYPICAL DUTIES

- Sets up, operates, and maintains a web-fed, two-color offset press or a press that produces printed sheets 19" x 25" or larger.
- Assists in providing work direction, instructing, inspecting, and organizing the work of employees who operate web-fed presses or presses that produce printed sheets 19" x 25" or larger, and other lower-level printing and bindery personnel.
- Performs the more difficult printing work, such as those jobs involving extra ink coverage, solids and halftones, or extremely heavy or light paper.
- Mounts printing plates and adjusts presses to size, thickness, and position of the image area of the paper.
- Selects and mixes ink for color reproduction, changes ink fountains, and adjusts ink distribution.
- Engages and adjusts equipment.
- Treats press plates with chemicals for proper printing and intensity.
- Checks reproduction material for clarity of imprint.
- Maintains inventory of press supplies and requests orders to ensure timely production of printed materials.
- Cleans, adjusts, services, and makes minor repairs to presses and related equipment.
- May process negatives to printing plates.
- May operate smaller presses and bindery equipment.
- May give work direction to operators of smaller offset presses as assigned.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Offset Press Operator performs skilled work in setting up, operating, and maintaining a two-color offset press, a web-fed offset press or a press that produces printed sheets 19" x 25" or larger, and assists in giving work direction to Offset Press Operators and other lower-level personnel in printing and bindery classifications.

The Reprographic Services Coordinator coordinates and supervises the day-to-day operations of the Reprographic Services Unit in the reproduction of a variety of materials and acts as the Reprographic Services Manager during absences.

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 which produces up to 19" x 25" printed sheets.

## SUPERVISION

General supervision is received from the Reprographic Services Coordinator. Work direction is exercised over Offset Press Operators and other lower-level printing and bindery personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Practices related to the operation and care of large offset presses or presses that operate at a high rate of speed  
Paper, stock, inks, and chemicals used in reproduction work  
Power equipment used in finishing operations  
Safety practices applicable in operating printing machines

### Ability to:

Provide work direction effectively

### 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 press operation, platemaking, and stripping is desirable.

### Experience:

Two years of experience in the operation of an offset press that produces printed sheets that are 19"X25" or larger, a two-color offset press, or a web-fed press.

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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