

OFFSET PRESS OPERATOR, SENIOR

KIND OF WORK

Responsible work as an operator of an advanced duplicating machine or as the operator in charge of a small offset printing operation where higher level supervision is not immediately available.

NATURE AND PURPOSE

An employee in this class is responsible for the operation of a large or two-sided duplicator. The employee receives general instructions from the supervisor but must rely on knowledge of the lithographic processes and skills to provide desired product. When operation is the criterion for advancement to this level, the operator must produce difficult work such as multiple color jobs, heavy coverage jobs, or jobs with close registration. The operator is required to make minor repairs and act as lead person in the absence of the supervisor. In the situation when the incumbent is the operator in charge, the employee in addition to being responsible for the independent operation of an offset printing machine must provide supervisory technical assistance to other operators within the duplicating shop. Where a higher level supervisor is unavailable the senior operator must possess considerable independence of action and is reviewed in terms of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Oversees the work of a small offset press operation.

Oversees the work of a duplicating operation in the absence of the supervisor.

Operates a large offset duplicator to provide a variety of printed materials including multiple color jobs, heavy coverage jobs, or those with close registration.

Keeps offset press duplicator in working order, making necessary repairs and adjustments.

Maintains an inventory of supplies and reorders as necessary.

Trains other operators in machine use and maintenance.

Is sole operator in a copy center removed from main print shop.

Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The methods and operations of small and large duplicators.

Graphic arts terminology.

Types, weights and finishes of paper and their reaction to different inks.

Offset inks and their application.

Ability to:

Analyze and repair machine malfunctions.

Foresee the need for supplies.

Supervise other operators.

Work with minimum supervision.

Understand and follow oral and written instructions.

Use measuring devices accurately.

Develop and maintain effective working relationships with customers and other employees.

Est.: 1/20/71
Chd.: 3/20/78
Rev.: 6/18/82

T.C.:
Former Title(s):