

Class Concept

This is skilled work performing the complex and more difficult tasks in the operation of an offset press with a maximum sheet size of 11 X 17. Positions operate equipment to print quality forms, maps, letters, pamphlets, and other printed materials. Peripheral equipment, such as a folder, cutter, jogger, collator, stapler, or perforator is operated to assemble and bind printed materials as required. The majority of the work is produced by the use of metal plates producing color work requiring very close registration and accuracy. Work is non-routine and requires extensive knowledge of the printing process. This class is differentiated from the Printing Equipment Operator I class because of the use of a wide variety of papers and inks to print halftones, medium solids, and multi-color work. Positions may function as lead worker in a print shop or operate independent of the shop as a quick-copy operation. Work is performed under the general supervision of a unit 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. Work may include other duties as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the operation, adjustments, and maintenance of an offset printing press and related printing equipment.
- Working knowledge of a variety of paper, inks, and chemicals used in the printing process.
- Ability to direct the work of others and maintain effective working relationships.
- 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 or General Educational Development (GED) diploma and two years of experience in the operation of a small offset press and related printing equipment; or an equivalent combination of education and experience.