

OFFSET PRESS OPERATOR TITLE SERIES DEFINITIONS

I. DEFINITIONS

OFFSET PRESS OPERATOR

Positions in this title definition function under close progressing to general supervision and perform the full range of duties required to operate an offset press. Positions operate, set-up, adjust and maintain offset press equipment and perform other related tasks for a wide variety of printed material that may require utilizing half tones, close registration and multi-color work. When necessary positions prepare offset plates for printing and operate, set-up and maintain bindery equipment.

OFFSET PRESS OPERATOR-LEAD

Under general supervision, positions perform work similar to the Offset Press Operator but are differentiated by their responsibility for overseeing the daily operations of an offset press shop. These positions are the single position within an offset press shop that is responsible for coordinating and monitoring all offset press work. In large, multi-shift offset press shops, there may be one lead position assigned to each shift. Work is performed under general supervision. Positions ensure instructions are clear, assign work, monitor quality and ensure proper maintenance of equipment. Positions have responsibility on a continuous basis for scheduling, training, assigning and monitoring the work of classified, limited-term, or student assistants.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

III. RELATED POSITION TITLES

1. Positions that for a majority of the time (more than 50%) operate bindery equipment and are more appropriately classified as Bindery Worker.
2. Positions that for a majority of the time (more than 50%) operate digital print and/or scanning equipment for production printing and are more appropriately classified as Computer Printing Technician.
3. Positions that for a majority of the time (more than 50%) perform clerical support duties and are more appropriately classified as Clerical Assistant.
4. Positions that for a majority of the time (more than 50%) estimate and audit the cost of a wide variety of printing and binding work requisitioned by state agencies and are more appropriately classified as Printing Technician.

5. Positions that for a majority of the time (more than 50%) function in a specific technical phase of the printing process such as writing printing production specifications or computing net and gross estimated costs of printing orders and related services and are more appropriately classified as Printing Assistant.