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## Offset Press Operator 08

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### XP-4417-08

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located in

Works as an Offset Press Operator under general supervision on single and/or multi-color presses. Operator may be subject to different shift and press assignments.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Assignments include setting up, adjusting, operating, and maintaining a single-color, offset press to print single- and two-color work which typically includes large solids, screen tints, line, and halftones with tolerance requirements ranging from loose to visually close registration.

As directed, is responsible for one printing unit on a multi-color press including mixing ink and adding ink additives, controlling ink and water adjustments, and adjusting cylinders during make ready and operation.

#### III. FACTOR LEVELS

Factor 1- Skill and Knowledge

Knowledge of offset printing procedures, materials, equipment and safety requirements and skill to perform assignments.

Knowledge of lithographic process and bindery work operations.

Skill to read and understand job specifications to determine press set-up materials needed to run the job successfully.

Knowledge of press capabilities sufficient to determine the most appropriate press usage, and make corrective adjustments.

Knowledge of the appropriate amount of packing pressure needed to obtain the proper printing pressure for the type of job being run.

Skill in use of micrometer to mount and align the printing plate correctly.

Ability to make adjustments to feeder and feed board (e.g., ability to adjust suctions and blast, front and side guides and the timing of the head stops).

Factor 2 - Responsibility

Works under the direction of the supervisor and receives assignments from senior personnel in the form of oral instructions or written work orders. Receives technical assistance from senior personnel only in unusual situations. Work is reviewed for compliance with work order requirements.

Makes independent decisions regarding press setups, adjustments, and operating procedures to maintain the quality of impression and the work order requirements.

#### Factor 3 - Physical Effort

Prolonged standing, walking, bending, reaching, and crouching are required. Lifting and carrying materials up to 40 pounds is required. Work requires good vision, and eye and hand coordination.

#### Factor 4 - Working Conditions

Work is performed indoors with adequate heat, light, and ventilation. Operator is exposed to skin irritations from chemical solutions and inks used in press operations, cuts and bruises to fingers during press operation, and soilage from inks, chemicals, and grease. In addition, operator is exposed to noise and unpleasant odors and fumes normally associated with press operation.

This position is non-exempt from coverage under the FLSA.

### **IV. UNIQUE POSITION REQUIREMENTS**

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