



U.S. DEPARTMENT of COMMERCE
Office of Human Resources Management

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Offset Press Operator (Helper) 05

XP-4417-05

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

Receives training as an Offset Press Operator Helper under the immediate supervision of a higher grade Offset Press Operator. Training includes setup, operation, and maintenance of single and/or multi-color presses. Trainee may be subject to different shift and press assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Assists in press makeready procedures, plate hanging, corrections on plates, and simple mechanical adjustments for parts replacement and repair.

Checks and makes certain that plates are clean; adjusts feeder and delivery mechanisms; installs plates and blankets with proper packing; mixes etching solutions for water fountain; moves printed skids of paper from presses to other designated locations; assists mechanics in maintenance work by holding, lifting, removing nuts, bolts, etc.

Performs press wash-up and general maintenance duties on presses and provides aid in the movement of paper stock throughout the pressroom using proper procedures and devices.

III. FACTOR LEVELS

Factor 1- Skill and Knowledge

General knowledge of offset presswork procedures and materials.

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

Skill to follow instructions to operate equipment safely and produce the desired product.

Ability to use micrometer to mount and align the printing plate correctly.

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

Factor 2 - Responsibility

Supervisor makes assignments, establishes objectives, and evaluates performance. May work under the direction of senior personnel who issue instructions in regard to the operation and adjustment of the press and who closely inspect the work while in progress and upon completion.

Factor 3 - Physical Effort

Prolonged standing, walking, bending, and crouching are required. Lifting and carrying moderately supplies 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. The 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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