

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>OFFSET PRESS OPERATOR</b>	2.6.5
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by operating offset duplicating press and related equipment involved in the printing process in order to provide vital materials to students and staff.

### **CLASS CHARACTERISTICS**

This is the entry/journey level in the Offset Press Operator series. Employees initially perform the more routine duties assigned to positions in this series and work under close supervision. As experience is gained; employees are expected to perform the full range of duties as assigned with increasing independence.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned supervisor, and technical and functional supervision from Print Production Coordinator and/or Reprographics Supervisor. Methods of performing tasks are outlined or explained in general terms and a supervisor reviews work at regular intervals during progress and upon completion.

### **ESSENTIAL FUNCTIONS OF THE JOB -May include, but are not limited, to the following:**

Operating offset duplicating press in the reproduction of such materials as envelopes, letterhead, business cards, bulletins, booklets, forms, and circular letters.

Adjusting paper feed and guides for different weights and sizes of stock.

Regulating ink and repellant flow, inking and adjusting rollers.

Processing various types of offset plates used in the printing process such as metal and polyester.

Maintaining files as necessary.

Performing minor adjustments to machines, maintains machines in good working condition.

Operating bindery equipment as needed.

Notifying Print Production Coordinator of stock and supply needs.

Performing general clerical work of average difficulty and demonstrating good mechanical aptitude.

Understanding and carrying out oral and written instructions.

Establishing and maintaining effective working relationship with those contacted in the course of work.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Operation of manual and automated offset duplicating processes including:

ITECH Process Camera

TX 52 Metal Plate

Industrial Paper cutter

Ink, related chemistry, and paper stocks used in the print process.

Basic Mathematical computations and measuring protocols.

Forklift operation in limited area.

Modern office methods, practices, and procedures.

#### **Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

#### **Experience:**

One year of responsible automated and/or manual offset press experience.

#### **Training:**

Equivalent to the completion of the twelfth grade, required.

#### **Work Environment:**

Climate controlled production setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels from moderate to loud and frequent to continuous time periods. Fast paced, detail-oriented work setting.

#### **Physical Requirements:**

On feet all day, with bending, lifting, standing, twisting, walking and kneeling. Must be able to lift 50-pound paper boxes repeatedly throughout the day. Meet strict project deadlines. Safety equipment is available to be used. Work frequent overtime June through November. Physical dexterity necessary to make general repairs, adjust press and change inks on press.

Salem-Keizer Public Schools  
Offset Press Operator (cont.)

Salem-Keizer School District is an equal opportunity employer.

Position: Offset Press Operator

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_