

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Offset Press Operator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Printing Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	034 OTBS
REVISED:	September 23, 2002		

BASIC FUNCTION:

Operate all assigned types of manual and automatic offset presses and related equipment in the production of printed material.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Operate single and double cylinder offset press (including tandem, blanket-to-blanket, sheet-fed, and roll-fed), involving mechanical and electrical linkage of platemaker, press, and collating equipment. **E**

Operate various kind of platemaking equipment to produce quality plates of paper, plastic, and metal and maintain control for proper size and exposure. **E**

Select materials for proper depth, clarity, and run length. **E**

Mix appropriate chemicals, inks, and water to maintain production of acceptable quality. **E**

Make the more complex adjustments to rollers, stackers, and other equipment controls. **E**

Make normal operator adjustments and minor equipment repair. **E**

Clean, lubricate, and maintain equipment in good working order; maintain records of machine use and condition. **E**

May assist in other work in the bindery room when necessary.

May lead the work of others.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of recent, full-time equivalent paid experience in the operation of Multigraphics, A.B. Dick, Hamada, Ryobi, Didde-Glaser, or equivalent presses.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Chemicals, inks, plate materials, and various paper stocks used in offset printing.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Perform repetitive tasks requiring constant exercise of manual skill and mental alertness while maintaining production speed.

Operate single and double cylinder offset presses and related equipment.

Make quality plates on paper, plastic, and metal.

Perform rapid adjustments to fast operating equipment.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting; working around machinery with moving parts.

PHYSICAL REQUIREMENTS:

Physical stamina sufficient to work in a standing or bending position for extended periods of time; hearing and speaking to exchange information; perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

NOTE: An incumbent who has satisfactorily completed the one year probationary period in the district job class of Offset Press Operator Trainee and who is certified by his/her supervisor to possess the skills, knowledge, and abilities necessary to perform as an Offset Press Operator and who is recommended for promotion by his/her supervisor may, upon the approval of the Department Head and Personnel Services Division, be promoted to the class of Offset Press Operator.

NOTE: Positions in this job class may be assigned to work day shift or night shift.