

Spec. Code: 4045
Occ. Area: 14
Work Area: 661
Prob. Period: 6 mo.
Prom Line: none
Effective Date: 02/14/94

OFFSET PRESS TECHNICIAN

Function of Job

Employees of this class perform work requiring skill in offset press printing on small press(es). They work under direct supervision of a designated supervisor.

Characteristic Duties and Responsibilities

1. operates one or more small single- and two-color press(es) on a regular basis in order to produce single- and two-color complex printed materials, including making adjustments to the presses to ensure proper ink coverage and pressures for quality printing and verifying press proofs for proper ink coverage, imposition, registration, etc.
2. interprets job order tickets and prepares small sized offset press(es) for operation and production, including all make readies/set-up, mixing of chemicals, verification of roller and blanket pressures, etc.; mixes ink from mixing system to match colors selected for project; verifies paper stocks, including type, finish, color, weight, size, and grain
3. performs routine maintenance on small press(es), including lubrication, roller and blanket adjustment and replacement, cleaning, etc.
4. operates plate-maker and other peripheral equipment as necessary
5. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. two years of work experience and/or training in the operation of one or more small offset press(es)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of small offset presses and skill in their operation, adjustment, and maintenance
2. knowledge of inks and mixing methods

3. knowledge of paper stocks
4. knowledge of plate-maker and other peripheral equipment