

PRESS TECHNICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4792	Press Technician Assistant	14	661	6 mo.	12/01/08	Rev.
4793	Press Technician	14	661	6 mo.	12/01/08	Rev.

Promotional Line: 337

Series Narrative

Employees in this series perform skilled work in the printing trade involving the computerized operation and maintenance of a variety of printing presses such as offset, digital, and/or letter press printing and following recognized procedures and techniques. At the various levels of the series employees operate offset and/or letter press equipment, including single, two, and multi-color sheetfed and web presses.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Press Technician Assistant

4792

Employees at this level perform work requiring skill in computerized offset, digital and/or letter press printing on small presses. They work under direct supervision of a designated supervisor.

A Press Technician Assistant typically –

1. assists with the set-up and operation of offset presses, including single color and two-color presses on a regular basis and printed materials such as single and two-color letterhead, brochures, logos, posters, etc.
2. checks and verifies press proofs to ensure correct imposition, ink coverage, registration, overall quality etc. and makes necessary adjustments on presses to ensure accuracy and quality; notifies supervisor of problems with proofs or draw-offs
3. performs all make-ready/set up work, prepares chemicals, mixes inks from various mixing systems and makes adjustments to ensure proper color match for job requirements
4. assists with troubleshooting various operating errors and determines the most appropriate solution to the problem
5. reads and interprets job order tickets and prepares presses for operation and production
6. selects paper stock for projects verifying type, color, weight, finish, size, and grain based on job requirements
7. performs routine upkeep on presses, including cleaning, preventative maintenance, lubrication, roller/blanket care, etc.
8. coordinates computer-to-plate process, profiling and adjustments with Pre-Press Technicians

9. enters press activities into a printing and mailing management system
10. may assist higher level employees in operation of larger presses
11. performs other related duties as assigned

Level II: Press Technician

4793

Employees at this level perform work requiring skill in computerized offset, digital and/or letter press printing on medium sized presses. They work under general supervision of a designated supervisor.

A Press Technician typically –

1. operates multi-color and digital presses for complex printed materials
2. acts as lead worker in print shops, in press room areas where a variety of multi-level tasks are performed by lower level technicians; assists lower level workers in maintenance of presses and peripheral equipment (e.g., cutters, folders, collators, binders, etc.), including cleaning, preventative maintenance, lubrication, and roller/blanket care; assists lower level workers in performance of duties and understanding of job specifications
3. ‘lock-up’ and make-ready for letter press operations
4. troubleshoots various operating errors and determines the most appropriate solution to the problem
5. interprets job order tickets and prepares presses for operation and production
6. trains and assists lower level technicians in operation of equipment
7. operates multi-color and digital press cylinder or automatic platen presses on a regular basis, producing highly complex single to full color printed materials (e.g., multi-color brochures, full color posters and booklets, and full color marketing materials)
8. performs all make-ready/set-up work, prepares chemicals, mixes complex ink colors from various mixing systems
9. making necessary adjustments on presses to ensure accuracy and high quality results
10. verifying press proofs for correct imposition, registration, ink coverage, etc.; verifying weight, color, size, finish, and grain of paper stock for complex printing projects functions
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Press Technician Assistant

4792

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. **Two years (24 months)** of professional work experience in the operation of letterpress, offset, digital, or web presses or other closely related equipment

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of offset, digital and/or letterpress printing presses and skill in their operation, adjustment, and maintenance
2. knowledge of chemicals and ink mixing systems
3. knowledge of paper stocks
4. knowledge of related peripheral equipment

Level II: Press Technician

4793

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. **Four years (48 months)** of professional work experience in the operation of letterpress, offset, digital, or web presses or other closely related equipment

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of offset, digital and/or letterpress printing presses and skill in their operation, adjustment, and maintenance
2. knowledge of chemicals and ink mixing systems
3. significant knowledge of paper stocks
4. knowledge of related equipment
5. proficiency in the operation of computerized printing equipment/tools
6. basic knowledge of mathematics and English grammar