



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
OFFSET PRESS OPERATOR	29	H	9.715

SERIES CONCEPT

Under general supervision, Offset Press Operators provide skilled printing and bindery services and prepare plates for offset printing and operate medium size multi-color offset presses to prepare a wide variety of printed materials.

Schedule and set up for printing jobs; review work orders to determine job requirements such as quantity, paper size, ink color, bindery requirements and production deadline; custom blend ink color; price out the work order by consulting established price chart and perform calculations based on the printing requirements as assigned.

Inspect and ensure plates are suitable for production; process and properly store plates for a predetermined time.

Operate multi-color offset presses to produce single work and multi-color process work; load the press with the appropriate size and type of paper; adjust feeding, inking and water control mechanisms to accommodate each job; mount plates onto press and align within .001 inch tolerance the multiple images being printed at one time.

Service and repair the press to maintain equipment in proper working order; clean and lubricate equipment; change adjusting roller covers and cylinder blankets; adjust roller and cylinder pressures.

Assemble and bind printed materials in accordance with the work order; set up and operate various bindery equipment such as collators, drills, stitchers and binding machines.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience operating a medium size multi-color offset press, preparing plates for offset printing and operating plate processing equipment; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: quality and characteristics of various inks and paper stock; methods, materials and equipment used in offset press operations, duplicating and bindery work. **Ability to:** establish priorities and complete assignments within production deadlines; communicate effectively with clients regarding printing requests and deadlines. **Skill in:** operating multi-color offset presses to produce high quality four-color process work; using electrical and mechanical measuring devices; maintaining, adjusting and repairing medium size offset presses; detecting and correcting problems with equipment, alignment, ink or solutions which result in imperfections in the final product; safely operating, adjusting and maintaining offset presses, bindery equipment and plate developers; performing basic composition and layout work.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: process color printing. **Working knowledge of:** policies and procedures of the assigned work unit. **Ability to:** estimate the quantity of materials and supplies required for the work unit;

MINIMUM QUALIFICATIONS (cont'd)**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

schedule and monitor production activities to ensure projects are completed on time; inspect finished materials to ensure quality of work.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.715

ESTABLISHED: 7/1/91P
11/29/90PC
6/25/04PC
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