



**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>
<b>OFFSET PRESS OPERATOR</b>	<b>29</b>	<b>H</b>	<b>9.715</b>

Under general supervision, Offset Press Operators provide skilled printing and bindery services and prepare plates for offset printing; 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.

Produce plates for press operations; operate process camera to produce negatives; program exposure time in accordance with the types of shots; operate graphics modifier to create chokes, spreads, shading, outlining, and special effects; process film; compile negatives on masking sheets; expose and process plates at a predetermined time and processor speed.

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.

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**MINIMUM QUALIFICATIONS**

**INFORMATIONAL NOTE:**

- \* Work is performed in a print shop environment.

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of skilled experience operating a medium size multi-color offset press, preparing plates for offset printing, and operating camera and plate processing equipment; **OR** an equivalent combination of education and experience. (See *Informational Note*)

**MINIMUM QUALIFICATIONS (cont'd)**

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, camera work and plate making. **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; processing color separations; detecting and correcting problems with equipment, alignment, ink, or solutions which result in imperfections in the final product; opaquing and aligning negatives on layout sheets; safely operating, adjusting and maintaining offset presses, bindery equipment, cameras, 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; schedule and monitor production activities to ensure projects are completed on time; inspect finished materials to ensure quality of work. **Skill in:** producing four color separations, halftone separations, and process prints for multi-color printing; making stats and veloxes; stripping four color negatives; registering step and repeat flats.

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