Title: Press Operator 1

Pay Scale Group: 08

FLSA: Non-Exempt

Essential Function

Under supervision from a designated administrator, operate small unit printing presses and related equipment to print quality 2 color printing registration and some complex printing; operate related print shop equipment; perform related clerical and technical tasks.

Characteristic Duties

1. Operate smaller offset equipment to produce quality 2 color jobs.

2. Operate peripheral or related equipment (e.g., cutters, binders, punches, drills, plate makers, collators, duplicating machines, etc.) to complete production.

3. Perform related clerical and technical tasks (e.g., clean, maintain, adjust, repair machine, deliveries, maintain job records; etc.).

4. Perform related duties based on departmental need.

Unusual Working Conditions

Exposure to large equipment. May be required to work overtime as production schedule demands.

Minimum Qualifications

- High school diploma or equivalent. Must have at least one (1) year related work experience or equivalent combination or related work experience and vocational/trade school in press operation. Must be able to demonstrate the ability to lift up to 50 pounds.

Last updated: May 2010

An affirmative action/equal opportunity institution