Title: Press Operator 2

Pay Scale Group: 09
FLSA: Non-Exempt

Essential Function

Under general supervision from a designated administrator, operate printing presses and related equipment to print high quality and specialized jobs requiring close 2 color registration and some multi-color overlay; operate smaller offset presses and related print shop equipment; troubleshoot and maintain equipment.

Characteristic Duties

1. Operate large equipment to produce high quality 2 color and some 4 color jobs involving extremely close or critical registration and process color, as well as large production black and white printing jobs; operate smaller offset presses.

2. Perform tasks related to printing operation (i.e., operate bindery equipment, cut stock, requisitions, moves, deliveries, maintain records of supplies.

3. Adjust and perform required maintenance on presses (i.e., lubricate and clean, minor repairs, etc.).

4. May perform functional supervision for and/or train other employees.

5. 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 two (2) years related work experience or equivalent combination of 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