Title: Press Operator 3

Pay Scale Group: 10E

Essential Function

Under general supervision from a designated administrator, operate printing presses and related equipment to print high quality and specialized jobs requiring very close 4 color registration and complex, 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 4 color and some 2 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., burn metal plates, operate bindery equipment, cut stock, requisitions, moves, deliveries, maintain records of supplies, order supplies, etc.).

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

4. Maintain communication with other divisions and departments concerning details of printing services; provide information and advice. Evaluate new equipment and make recommendations.

5. May provide functional supervision for and/or train other employees.

6. 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 three (3) 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.