

LINN COUNTY CLASSIFICATION

TITLE: OFFSET PRESS OPERATOR
NUMBER: 565
PAY RANGE: 11
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 99-618
DATE: December 8, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform skilled work in operating an offset press and auxiliary duplicating equipment. Perform clerical and manual work in receiving, storing and issuing a variety of materials and supplies. Work also includes maintaining records and performing inventory work.

SUPERVISION RECEIVED: Works under the supervision of the Printing and Supplies Supervisor who assigns work and reviews completed work for conformance to oral and written instructions.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Operate platemaking and offset machines to print a variety of forms, cards, brochures, etc.; perform minor maintenance of all equipment used; including oiling, cleaning, and adjusting on a daily basis.
2. Process finished presswork for binding, cutting, drilling, collating, stapling, folding and padding.
3. Perform required troubleshooting and minor maintenance of all equipment used; including oiling, cleaning, and adjusting on a daily basis.
4. Assemble copy for printing by typing, etching, paste-up, line layout and camera processing.
5. Prepare offset and platemaking machines for operation by insuring the proper amounts of solutions, inks, and toners. Make adjustments for each run according to type size and weight of paper stock.
6. Maintain paper stock and calculate what needs to be ordered.
7. Assist in billing for printing, supplies, xerox and blueprinting.
8. Unload, organize and store paper shipments.
9. Assist customers in buying office supplies and in planning printing jobs.
10. Deliver office supplies.

11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the operations and minor maintenance requirements of an offset printing press and related equipment. Knowledge of various kinds of papers, inks, and chemicals used in offset duplicating work. Knowledge in layout and design. Knowledge of central stores operations.

Skill in the operation of an offset printing press and related equipment.

Ability to follow oral and written instructions. Ability to maintain accurate records.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school, preferably supplemented by additional college level coursework in graphic arts, printing or related field; two years of experience in a printing operation with experience in operating an offset press and related duplicating equipment or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move sixty (60) pounds.