

OFFSET DUPLICATING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involve the operation of an offset printing machine and/or tandem unit in the duplication of a variety of printed material. An incumbent also may operate xerography equipment and auxiliary pieces, such as a sorter, collator, burster, stapler and a spinal binding machine. The work is performed under general supervision. While it is not absolutely necessary that beginning employees in this class be completely trained operators, it is expected that they will have the aptitude and facility to learn through experience and training, and achieve satisfactory skills after the original appointment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates an offset printing machine which may include a tandem unit in duplicating forms, charts, letterheads and other materials;
Attaches and adjusts plates to cylinder;
Fills repellent reservoir, inks and machines and regulates flow of ink and repellent;
Makes necessary adjustments to blanket, paper feed and other machine parts;
Inspects printed copies for quality of printing;
Adjusts machine until work is satisfactory;
Cleans and files plates and changes and cleans rollers;
Oils, cleans and makes minor repairs to machine;
Sorts and assembles duplicated material;
May assist in preparing plates by laying out the material to be photographed by retouching, stripping and making photographic film or other media, and by cleaning, drying and sensitizing a grained metal plate and burning in the image from the negative;
May operate xerography equipment and auxiliary pieces, such as a sorter, collator, burster, stapler and special binding machines.
Operates electrically powered paper folder and cutter in connection with printing work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of practices governing the operation of offset printing machines and related equipment; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate and maintain offset printing machines; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) Six (6) months of experience in the operation of an offset printing machine, or similar work; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.