

Jurisdictional Class: Competitive; Non-Competitive for Champlain Valley Educational Services

Adopted: October 5, 1977

Revised: October 8, 2019

OFFSET PRINTING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a difficult and responsible position involving the operation and adjustment of a variety of offset printing machines and related equipment. The incumbent may be required to assist in the film library. The incumbent is responsible for basic graphics work related to the printing operation. The work is performed under the general direction of the Director of the Educational Communication Center. Supervision is not a function of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives requisitions and fills orders for printing work such as forms, pamphlets, reports, bulletins, and related materials;

Operates offset duplicating machines and related equipment in completing duplicating assignments;

Works with educators in selecting the method of duplication, style and size of type, and grade of paper used in a particular job;

Cleans, lubricates, and makes minor repairs to equipment;

Keeps informed of new developments in the offset printing field to advise administrators on the purchase and replacement of equipment;

Maintains and makes adjustments to machines and equipment as required;

Plans, lays out, and prepares plates by cleaning, drying, and sensitizing grained metal plates for pre-sensitized paper and burns image in from a negative;

Operates mimeograph and other office printing machines and auxiliary equipment;

Cuts out and pastes up or otherwise assembles and makes composites of printed or previously prepared materials for reproduction;

May sort, file, or distribute films and correspondence;

May inspect returned films and audio-visual equipment for damage.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation of offset duplicating and related equipment;

Good knowledge of duplicating tools, techniques, and terminology;

Good knowledge of printing inks, papers, and other materials;

Good knowledge of the composition and layout of duplicating work;

Ability to make minor adjustments and repairs to duplicating and related equipment;

Ability to understand and follow detailed oral and written directions;

A high degree of accuracy;

Manual dexterity;

Industry and dependability;

Good hand-eye coordination.

MINIMUM QUALIFICATIONS: Graduation from high school or high school equivalency diploma and either:

- (a) One (1) year of experience in the operation and minor maintenance of modern duplication offset machines and related equipment; or
- (b) Completion of an acceptable training program in a BOCES or Technical School with specialization in graphics.