



LEAD PRESS OPERATOR

DEFINITION:

Under general supervision, lead, oversee and participate in a variety of technical activities involved in the operation of offset presses and other duplicating equipment for the production and distribution of high quality printed materials; trains and provides work direction and guidance to assigned personnel; reproduces and orders a variety of materials, including the operation of the offset press, vertical camera and related equipment; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Leads, oversees and participates in a variety of technical activities involved in the operation of offset presses and other duplicating equipment for the production and distribution of high quality printed materials.
- Monitors project progress to ensure compliance with established requirements; ensures related activities comply with related policies, procedures, rules and regulations.
- Plans and performs skilled duplicating work involving the operation and routine maintenance of various offset presses, a vertical camera, processor and other equipment related to reproduction including the plate maker and the bindery area.
- Maintains inventory to meet project needs and organizational standards; monitor and ensures adequate inventory levels.
- Requisitions supplies for the printing equipment as needed; maintains paper stock and other materials needed for printing requests.
- Functions as troubleshooter for equipment maintenance.
- Cleans, adjusts and maintains equipment in good condition.
- Coordinates, oversees and participates in the cleaning, maintenance, servicing and minor maintenance of presses, paper cutters, bindery and other equipment to ensure proper paper flow and quality of work on duplicating machines.
- Operates a complex offset press, letter presses, dye cuts and related duplicating equipment in the reproduction of high quality printed material.
- Trains and provides work direction to assigned personnel; assigns employee duties and reviews work for accuracy and completeness.
- Ensures high quality reproduction of printed materials.
- Communicates with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Prepares and maintains a variety of files, records and reports related to assigned activities.
- Maintains a clean and orderly work area.

QUALIFICATIONS GUIDE

Knowledge of:

- Operation, repair and maintenance of offset presses and related equipment.
- Principles, processes and equipment used in printing work.
- Inks and paper stock used in printing.
- Oral and written communication skills.
- Applicable laws, codes, rules and regulations.
- Darkroom equipment, supplies and chemical as it relates to printing.
- Principles of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.
- Basic inventory methods and practices.
- Health and safety regulations.
- Record-keeping and report preparation techniques.
- Technical aspects of field of specialty.

Ability to:

- Lead, oversee and participate in a variety of technical activities involved in the operation of offset

presses and other duplicating equipment for the production and distribution of high quality printed materials.

- Figure percentages for enlargements and reductions.
- Ensure smooth and efficient printing activities.
- Train and provide work direction and guidance to assigned personnel.
- Operate and maintain an offset press, vertical process camera and related bindery and finishing equipment.
- Adjust and perform routine maintenance to equipment.
- Establish project timelines and calculate costs and estimate time, materials and personnel requirements.
- Produce quality printed work per established production standards.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Observe health and safety regulations.
- Produce line work, half-tones and multi-colored materials.
- Make minor repairs on duplicating equipment.
- Keep records and maintain accurate reports.
- Learn new technologies as needed.
- Prioritize and schedule work.
- Meet schedules and time lines.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and six years of increasingly responsible experience in the operation of large offset presses and some experience with inventory and ordering functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate printing equipment.
- Standing for extended periods of time.
- Bending at the waist, kneeling or crouching to retrieve and store supplies.
- Seeing to read a variety of materials and repair machines.
- Hearing and speaking to exchange information.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.

WORK ENVIRONMENT:

Indoor/Print shop environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards include:

- Working around or with machinery having moving parts.
- Exposure to ink, chemicals, and paper used in printing operations.
- Noise from equipment operations.

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