POSITION DESCRIPTION

TITLE: Press Operator
LOCATION: Print Shop
REPORTS TO: Manager, Print Shop
DEPARTMENT: Print Shop

SUMMARY STATEMENT:
Under the general supervision of the Manager of the Print Shop, the Press Operator is responsible for accurately printing diverse jobs using multiple pieces of equipment at one time and using various paper weights.

ESSENTIAL FUNCTIONS:
1. Operate multiple pieces of equipment at one time in accordance with the requirements of the job(s) to be printed.
2. Work with the Manager of the Print Shop in prioritizing printing requests:
   • Prioritize by date and/or complexity of finishing.
   • Organize and manage workload with respect to time lines and completeness of work.
   • Monitor work flow to bindery, coordinating with the Manager of the Print Shop.
3. Print requests as described on production request forms.
   • Review printed product for completeness and accuracy.
   • Consult with Graphic Artist/Typesetter and Manager regarding job requirements.
   • Record production on personal data collector.
5. Maintain impression logs.
6. Perform routine cleaning and servicing of equipment.
7. Perform minor repairs on equipment.
8. Keep service records on presses.
10. Maintain clean, safe, and orderly workplace.
11. Stock paper shelves.
   • Compare packing slips with actual delivery. Date and sign off the packing list.
15. Assist in ordering/monitoring paper stock.
16. Obtain Material Safety Data Sheets (MSDS) for all chemicals used.
17. Practice safe handling of chemicals as described in the Material Safety Data Sheet (MSDS) manual.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  
Hearing (66-100%)  
Speaking (33-66%)  
Standing (66-100%)  
Reaching (66-100%)  
Twisting/Removing (33-66%)  
Lifting/Carrying Up to 55 lbs. (66-100%)  
Bending/Stooping (66-100%)  
Acceptable Attendance  
Sitting (Up to 33%)  
Writing (Up to 33%)  
Squatting (66-100%)  
Exposure to paper dust, chemicals, fumes

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  
Verbal Communication (33-66%)  
Written Communication (Up to 33%)  
Detailed Work (66-100%)  
Multiple Concurrent Tasks (66-100%)  
Reasoning (66-100%)  
Problem Solving (66-100%)  
Math (66-100%)  
Training (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Multi 1250, 1650 & 3850 offset presses, 2500VR electrostatic platemaker, 890 Silver Platemaker, Hamada E47S Offset Press, Ryobi/AB Dick Perfector Press, pallet jack, hand truck, forklift, cutter, and all other tools and equipment used to carry out the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Demonstrated ability to communicate effectively and possess a positive attitude.
2. Two years of printing experience required.
3. Must possess working knowledge of printing and duplicating.
4. Demonstrated ability to operate the tools and equipment as listed above.
5. Must possess a good math aptitude.
6. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
7. Demonstrated ability to work under deadline pressure.
8. Demonstrated organizational skills and the ability to follow through.
9. Demonstrated ability to work on own initiative and problem solve.
10. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ________________

District: ___________________________ Date: ________________

Revised Date: 02/09/2001
Classification: Professional Technicians (PSE)
Class: Class II
Display on Web? Yes

Press Operator