



# City of Phoenix

## OFFSET PRESS OPERATOR

JOB CODE 02040

Effective Date: 06/13

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to set up and operate offset printing presses to reproduce single and multicolor imprints from a computer-to-metal plate processor. Incumbents are primarily responsible for the quality printing of envelopes, letterheads, and other one and two color printed materials. Duties may include the operation of smaller offset printing presses and bindery equipment. Work is performed under general supervision of the Printing Services Supervisor.

### **ESSENTIAL FUNCTIONS:**

- Sets up and operates sheet-fed offset printing presses to print single and multicolor copy from lithographic plates;
- Examines job ticket to determine quantity to be printed, stock specifications, colors, and special printing instructions;
- Makes adjustments, cleans, and lubricates press to achieve successful printing operation.
- Performs all regular daily, weekly, or monthly maintenance for presses and other pressroom equipment in compliance with either manufacturer's suggestions or Printing Services' determined schedule;
- Develops and maintains the correct pressure and registration between the plates and ink in order to obtain a clean, clear impression of the material being printed
- Measures plate thickness and inserts packing sheets on plate cylinder to build up plate to printing height and installs and locks plate into position to achieve pressure required for printing;
- Informs Printing Services Supervisor of the need of materials, inks, and other supplies for the pressroom;
- Resolves technical problems with presses, inks, and other solutions as necessary. Reports unresolved problems with equipment to supervisor;
- Inspects work in progress and finished materials to ensure the quality standards and accuracy of printing is being maintained;
- Washes plate to remove protective gum coating and installs plate with backing on plate cylinder and locks in;
- Disposes of all waste, hazardous and non-hazardous cleaning fluids, chemicals, inks, or similar solutions according to procedures specified by the City;
- Inventories supplies and informs supervisor of items such as stock and inks as needed to meet work requests;



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- Supervises, instructs, and observes temporary or part-time employees on the proper operation of printing services machinery;
- Uses a computerized printing management system to collect data on time and material usage;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- Machines and tools involved with printing, including their designs, uses, repair, and maintenance.  
Skill in:
- Controlling operations of equipment and ensuring quality standards and accuracy of printing.

#### Ability to:

- Work with cleaning fluids, chemicals, inks, or similar solutions using normal protective equipment or specialized protective equipment such as heavy gloves and goggles.
- Observe operating equipment to determine compliance with prescribed operating and safety specifications.
- Perform physical inventories of supplies.
- Make continuous or repetitive arm-hand movements while operating Print Shop machinery.
- Understand and follow oral and written instructions in the English language.
- Remain in a standing position for extended periods of time while operating Print Shop machinery.
- Move heavy objects (50 pounds or more) long distances (more than 20 feet).
- Make fine hand movements in the use of small tools, such as Allen wrenches, in removing and replacing machine parts.
- Make arithmetical computations (addition, subtraction, division, multiplication).
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.



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- Some positions require the use of a personal or City vehicle on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Two years of experience operating an offset press. Other combinations of experience and education that meet the minimum requirements may be substituted.