



**City of Phoenix**  
**OFFSET PRESS OPERATOR**  
**ASSIGN: SPECIAL PRESSES**

**JOB CODE 02042**

Effective Date: 06/13

**DISTINGUISHING FEATURES OF THE ASSIGNMENT:**

The Offset Press Operator on assignment to Special Presses is responsible for setting up, operating, and maintaining a web press and/or a high-speed offset perfecter printing press. Incumbents of this assignment also assist the Printing Services Supervisor with training and supervision of Offset Press Operators and Reproduction and Bindery Equipment Operators; operate reproduction and bindery equipment as needed; and enter job time and materials data into a printing management computer system. This assignment differs from the Offset Press Operator in that the web press and the high-speed offset perfecter press are highly sophisticated pieces of equipment that require considerable training in order for one to become a competent operator.