

CITY OF CARSON

Title: OFFSET PRESS OPERATOR

Job Summary:

Under supervision, assists with the operation and maintenance of duplicating machines and related equipment utilized in the reproduction of printed matter.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Operates duplicating and offset press, platemaker, collator, copiers.
2. Operates paper drill, paper folder, laminator, binders, wire stitcher.
3. Operates mailing machine, postage meter, postage scales, paper shredder.
4. Pickup, sort, distribute, process and meter incoming and outgoing mail.
5. Perform minor adjustments and repairs to machines and maintain in proper working condition.
6. Arrange for other repairs and maintenance service.
7. Stock shelves with necessary inventory supplies such as, inks, solutions, rollers, plates and paper.
8. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Equivalent to formal education beyond grade school supplemented by occupational related training. One (1) year responsible experience in the operation of offset reproduction equipment.

Knowledge of:

- . Basic methods, processes, operation, maintenance and materials used in offset printing machines and related equipment.
- . Ink and paper stock used in printing work.
- . General binding procedures and operation of related equipment.
- . Oral and written communications skills.
- . Technical aspects of field of specialty.
- . Proper methods of storing equipment, materials and supplies.
- . City organization, operations, policies and objectives.

Skill and Ability to:

- . Set up, operate, maintain and adjust offset presses and related equipment.
- . Make simple arithmetic calculations.
- . Understand and follow oral and written directions.
- . Work cooperatively with others.
- . Lift objects weighing up to 50 pounds.
- . Meet schedules and time lines.
- . Maintain records and logs.
- . Communicate effectively both orally and in writing.
- . Establish and maintain effective working relationships with others.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Require the ability to stand for long periods.
- . Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- . May be required to work with harsh and toxic substances.
- . May be required to work around foul odors.
- . May be required to work around loud noise.
- . May be required to work around moving mechanical parts.
- . May be required to work around electrical current.