

## CITY OF CARSON

**Title:** SENIOR OFFSET PRESS OPERATOR

**Job Summary:**

Under general supervision, to operate and maintain printing machines and related equipment utilized in the reproduction of printed matter; to perform specialized clerical work; to perform duties in a higher classification as assigned; and to perform related duties as required.

**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 a variety of machines in the reproduction of various form, correspondence, reports, minutes, charts and specialized publications.
2. Adjusts paper feed and guides for weights and sizes of stock.
3. Cleans, inks and adjusts rollers.
4. Cleans machines and maintains in proper working order.
5. Operates a variety of other equipment such as mail, laminating, and binding machines.
6. Maintains inventory levels and requisitions necessary supplies.
7. Maintains masters for reproduction purposes.
8. Maintains records and operates filing system.
9. Supervises the work of others.
10. 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:**

High school diploma or equivalent. Two (2) years of full-time paid office experience performing work with duplicating equipment.

**Knowledge of:**

- . The operation of duplicating equipment and photocopy machines.
- . Office practices and procedures.

**Skill and Ability to:**

- . Operate duplicating equipment.
- . Lift up to 50 pounds.
- . Make adjustments to machines and other equipment.
- . Plan and lay out a variety of material for duplication.

**Skill and Ability to:**

- . Index and alphabetize accurately.
- . Type accurately.
- . Understand and carry out oral and written directions.
- . Demonstrate physical endurance, agility, and strength necessary to work for long periods of time in a standing position
- . Establish and maintain effective working relationships with others.
- . Supervise 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.