



	<b>DATE</b> June 8, 2004
<b>JOB TITLE</b> Offset Press Operator IV	<b>JOB CODE</b> 8721
<b>FLSA STATUS</b> Nonexempt	<b>UNIT/DEPARTMENT</b> HSC - General / Auxiliary Enterprise
<b>REPORTS TO:</b> Director	<b>SUPERVISES:</b> None

**POSITION SUMMARY:**

Provides advanced, technical journeyman level skills in the operation and maintenance of various types of offset presses.

**POSITION KEY ACCOUNTABILITIES:**

1. Provides skilled production services in the operation, adjustment, and maintenance of offset presses on single color and multiple color runs and precision lineup.
2. Operates an offset press to produce various documents such as letters, forms, publication covers, folders, drawings, charts, and other printed material.
3. Sets up the offset press feeder system to accommodate the size and the nature of each job. Mixes inks, matches colors, adjusts the ink fountain, and the water solution flow to maintain proper color and balance.
4. Maintains an efficient work schedule and assures proper and safe functioning of the equipment and the personnel.
5. Inspects and registers the plates.
6. Performs the maintenance, adjustments, and minor repairs of the equipment to ensure satisfactory quality. Cleans, oils, and washes the presses. Trouble shoots press problems to ensure equipment is operating within the established regulations.
7. Instructs and demonstrates the printing techniques to lower level operators.
8. Provides work direction and guidance to personnel within the department. May lead projects and activities.
9. May perform other duties as assigned.

**CERTIFICATIONS/SKILLS:**

None.

**MINIMUM EDUCATION:**

High school degree or equivalent.

**MINIMUM EXPERIENCE:**

Eight years of offset printing experience with four or more years of experience in the operation and maintenance of medium-sized multi-color printing equipment and operation of 26" or larger offset presses.

**PHYSICAL REQUIREMENTS:**

Exerts up to 100 pounds of force occasionally and/or up to 50 pounds frequently and/or up to 20 pounds constantly to move objects.

**SECURITY SENSITIVE:** This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*