



	DATE REVISED June 11, 2004
JOB TITLE Offset Press Operator II	JOB CODE 8723
FLSA STATUS Nonexempt	UNIT/DEPARTMENT HSC-General / Auxiliary Enterprise
REPORTS TO: Offset Press Supervisor	SUPERVISES:

POSITION SUMMARY:

Performs skilled operation and maintenance of various types of offset presses.

POSITION KEY ACCOUNTABILITIES:

1. Operates, adjusts, and maintains offset presses on single color and multiple color runs and precision lineup.
2. Maintains an efficient work schedule and assures proper/safe operation of equipment.
3. Mixes inks, matches colors, adjusts ink fountain and water solution flow to maintain proper color balance.
4. Sets up offset press feeder system to accommodate the size and nature of each job.
5. Inspects plates, registers plates, checks for proper operation of all parts of the press and makes adjustments to ensure satisfactory quality.
6. Cleans, oils, washes presses, trouble shoots press problems and makes minor repairs.
7. Provides work direction and guidance to personnel within department.
8. Other duties as assigned

CERTIFICATIONS/SKILLS:

MINIMUM EDUCATION:

High school diploma or equivalent.

MINIMUM EXPERIENCE:

Six years of increasing responsibility with two years of experience as an offset press person.

PHYSICAL REQUIREMENTS:

Exerts up to 50 pounds of force occasionally and/or up to 20 pounds frequently and/or up to 10 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*