

OFFSET PRESS OPERATOR I*

Function of Job:

Under general supervision of designated supervisor, to set up and operate conventional size offset printing presses, requiring normal skill as an operator.

Characteristic Duties and Responsibilities:

1. Set up, adjust, and operate conventional size offset printing equipment such as Multilith 1250 and ATF Chief 15 inch for printing letters, forms, brochures, etc.
2. Mount press plates and set adjusting mechanisms for register and paper size.
3. Maintain supply of ink, water and paper during operation.
4. Ink press and damper rollers.
5. Perform minor repairs and preventive maintenance on the press, including cleaning, adjusting, oiling, etc.
6. Maintain record of time and material expended.
7. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation or equivalent and one year of experience in the operation and general maintenance of offset printing equipment.
2. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
3. Must be able to wear and use appropriate protective equipment, as necessary.

Additional Desirable Qualifications:

1. Completion of courses in printing.

5/23/93

System Approval

5/23/93

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 6/12/75 and revised 9/14/83.