

## OFFSET PRESS OPERATOR II\*

### **Function of Job:**

Under general supervision of designated supervisor, to set up and operate moderately large offset printing presses, requiring specialized skill in offset equipment operation.

### **Characteristic Duties and Responsibilities:**

1. Set up and operate moderately large offset printing equipment, from 22 inch to 25 inch in size, for printing books, posters and other material.
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 three years experience in the operation and general maintenance of offset printing equipment, including some experience working with moderately large presses.
2. Ability to produce quality line and half-tone printing.
3. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
4. Must be able to wear and use appropriate personal protective equipment, as necessary.

### **Additional Desirable Qualifications:**

1. Completion of courses in printing.

5/25/93

System Approval

5/25/93

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.**

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