

## Printing Press Operator

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Company: Metropolitan Water Reclamation District of Greater Chicago

Location: Chicago

Category: other-general

### General Statement

Under close supervision, performs reproduction work using offset presses and related equipment.

### Essential Job Functions

Essential job functions are fundamental, core functions common to positions in a classification. They are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are designed to be descriptive and not restrictive, incumbents may complete one or all of the job duties listed or tasks of similar kind not specifically listed here.

Sets up, adjusts, operates and maintains offset press to reproduce forms, reports, publications, specifications, budgets, letterheads, etc.; performs operating adjustments according to type and size of stock, type of plate or master, type and color of ink, and length of run.

Adjusts, operates and maintains a variety of other machines and equipment such as plate makers, folding machines, collators, cutters, binders, power staplers and copy machines.

Assists in maintaining inventory of paper, chemicals, inks and other supplies.

### Other Job Functions

Performs other duties as assigned.

### Environmental Conditions

Typical office environment. May use standard office equipment and computer terminals.  
Work may be conducted in proximity to mechanical equipment and loud noises.

### **Desirable Knowledge, Skills and Abilities**

Considerable knowledge of the processes, techniques and equipment utilized in offset printing.

Some knowledge of the uses, adaptabilities and operating characteristics of other equipment used in reproduction activities such as plate makers, folding machines and collators.

Ability to carry out assigned work accurately and according to schedule.

Skill in operating and maintaining offset presses and auxiliary equipment.

### **Minimum Qualification Requirements**

Graduation from a standard senior high school or the equivalent and two years of experience in offset lithography, including one year of experience in the operation of high speed xerographic equipment.

### **Substitution**

Additional experience in the operation of offset lithography and high speed xerographic equipment may be substituted for the high school education on a year-for-year basis.

Completion of a technical training program in the printing trade may be substituted for one year of the required experience.

### **Promotional Requirement**

None

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