



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: OFFSET PRESS OPERATOR I - II

DEFINITION: Under general supervision, operates and maintains offset presses and related reprographic equipment.

REPORTS TO: Office Services Supervisor

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the classification.

Grade Level II - Performs the duties of the classification; acts in a lead capacity over Offset Press Operator Is.

EXAMPLES OF DUTIES:

- Sets up and operates offset presses;
- Utilizes various sizes and weights of paper in printing multi-color, large solid, continuous tone, half-tone, and line work requiring close registration;
- Cleans, lubricates, adjusts, and makes repairs to printing equipment;
- Operates reprographics-related equipment including power paper cutter, paper folder, paper drill, stitcher, and binding machines;
- Operates process camera to make negatives and positives;
- Strips and opaques negatives;
- Burns and develops printing plates;
- Writes job tickets;
- May estimate cost and completion time for printing work;
- May clarify assignments and give technical assistance;
- May assist Office Services Supervisor in maintain card inventory records;
- May check and sign for stock and materials received;
- May act in absence of Office Services Supervisor;
- Performs other related duties as required.

MINIMUM REQUIRMENTS:

Two or more years experience in the operation and maintenance of offset presses and related printing equipment;

Recent technical training in the operation and maintenance of offset printing presses may be substituted for six months of the required experience;

A valid motor vehicle operator license;

Ability and willingness to work occasional overtime and split shifts.

OFFSET PRESS OPERATOR I-II (continued)

HISTORY:

Established: 07/01/64, revised 02/74, 09/01/76, 05/10/88

Approval/Adoption Dates: 05/10/88 - Human Resources Department
06/15/88 - Civil Service Commission