



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 551.2

Job Title: **SENIOR OFFSET PRESS OPERATOR**

Pay Grade: 13

GENERAL SUMMARY:

Performs specialized printing that involves the operation and maintenance of different printing, bindery and camera room equipment.

RESPONSIBILITIES:

- Assists supervisors in scheduling work orders to prioritize assignments and meet deadlines.
- Notifies departments when jobs are completed to ensure the prompt delivery and pick-up of all work.
- Operates offset press, photocopier, bindery, and camera room equipment.
- Performs various finishing work to package jobs (i.e. collates, punches, wraps, cuts, binds and pads).
- Performs routine maintenance on equipment.
- Assists with equipment related problems.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

EXPERIENCE:

Two years of experience in the operation of printing equipment, or one year of experience in the operation of offset or other printing equipment and a certificate of Graphic Arts from an accredited college or trade school are required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are occasional exposures to significant levels of heat, cold, moisture and air pollution. The position may involve infrequent exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Offset Press Operator
Senior Offset Press Operator
Office Supervisor

Effective: October 1990

Revised: January 2002