

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

OFFSET PRESS OPERATOR

DEFINITION:

Under general supervision, to operate and maintain offset printing equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates an offset printing press in the reproduction of varied forms, reports, charts and special publications containing typed material and half-tone photographs;
- Prepares stock for printing using a power paper cutter;
- Runs paper and metal offset plates;
- Sets-up press;
- Checks plates;
- makes necessary repairs or adjustments for proper operation of equipment as assigned;
- Keeps stock and production records;
- Occasionally performs simple multicolor work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience in the setup, operation and clean-up of a 10" X 15" or larger offset printing press.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.