



Code: 6417

Family: Public Relations and Creative Arts
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Graphics and Reproduction

CLASS TITLE: OFFSET PRESS OPERATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, operates and maintains multicolor capable offset printing presses to produce high-quality printed materials, and performs related duties as required

ESSENTIAL DUTIES

- Sets up and prepares the press machine for printing.
- Loads paper into feeder and makes adjustments to feeder and delivery mechanisms.
- Adjusts ink and water balance to produce accurate color reproduction.
- Mounts plates on the press
- Operates the press to produce printed materials.
- Monitors the quality of printed materials and makes necessary adjustments to the press
- Maintains the press and performs routine maintenance.
- Troubleshoots press problems and makes routine repairs as needed.
- Keeps accurate records of production and materials used.
- Ensures that all safety procedures are followed.

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two (2) years of offset printing experience, or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Print shop environment
- Exposure to fumes and dust

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Various printing presses (e.g., small offset, multi-color, large) and peripheral equipment

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 35 pounds) is required

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *printing materials and ink chemistry
- *digital production copy equipment

Knowledge of applicable City and department ordinances, policies, procedures, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making.
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.
- EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed.
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job.

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences.
- SPEAK - Communicate information and ideas in speaking so others will understand.
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing.

Other Work Requirements

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations.
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks.
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision and depend mainly on oneself to get things done.

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

March, 2023