

## Offset Equipment Operator III

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### **DEFINITION**

This work is primarily the supervision of subordinates involved in the operation of a variety of offset printing equipment and auxiliary equipment.

Although the independent supervisory duties and scheduling of assignments differentiates this class from the Offset Equipment Operator II, employees of this class may also be required to operate the presses and related equipment.

Employees perform duties independently but difficult or unusual problems are referred to a superior.

### **TYPICAL DUTIES\***

Supervises employees engaged in the operation of the offset printing equipment and related activities.

Schedules printing jobs for completion and controls assignments.

Instructs interdepartmental personnel as to policy and procedures of printing operations.

Trains new staff.

Orders all printing area supplies and materials.

Maintains printing equipment when possible.

Ensures quality control of results.

Monitors billing procedures.

Assists in equipment evaluation.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of a variety of printing machines and auxiliary equipment.

Considerable knowledge of finishing and quality control techniques and standards.

Some mechanical knowledge of printing equipment.

Ability to exercise effective supervision.

Ability to communicate effectively.

Ability to work under stress.

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**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the twelfth (12th) school grade supplemented by graphic art courses, some mechanical aptitude; demonstrated supervisory experience and knowledge of the printing trade together with at least five (5) years' related experience.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*