

CITY OF BURBANK

SUPERVISING OFFSET PRESS OPERATOR

DEFINITION

Under direction, supervises the City's reprographics and mail functions; operates the more complex equipment used for the duplication and reproduction of printed matter; and to do related work as required.

ESSENTIAL FUNCTIONS

Operates the Heidelberg GTO Press and multilith offset duplicators; supervises the City's reprographics and mail functions; reviews work requests; decides on method of reproduction and estimates cost of method used; collates, assembles, trims, and binds reproduced materials; cuts paper stock; prepares paper and metal plates for duplicating; prepares liquid mixtures and mixing of ink; cleans, oils, adjusts, and keeps machines in good repair; files plates; performs photographic work; maintains photographic plate files; supervises, trains, and evaluates employees; maintains effective working relationships with supervisors, fellow employees and the public.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - operating procedures of the Heidelberg GTO Press and multilith offset duplicating equipment; duplicating shop procedures and terminology; photographic methods and techniques; principles of supervision; print shop operations; organizational management.
- Skill in - operating an offset press and other duplicating equipment.
- Ability to - work for long periods in a standing position; demonstrate mechanical aptitude in equipment maintenance; develop and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Five year's experience in the operation of offset duplicating equipment, including one year's experience in close register color printing.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

Desirable Qualifications: Supervisory experience.