

CITY OF BURBANK

OFFSET PRESS OPERATOR

DEFINITION

Under direction, to operate 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; 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; assists in photographic work; maintains photographic plate files.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - The operating procedures of the multilith offset duplicating equipment and the Heidelberg GTO Press; duplicating shop procedures and terminology; photographic methods and techniques.
- 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: Three 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.