

Offset Machine Operator

Position Details

Class Code: 1010

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 47 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, performs skilled work in setting up, operating, and maintaining sheet-fed offset presses and related equipment.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates high-production offset presses to reproduce materials using halftones, solids, color, etc.
2. Adjusts paper size, impression placement, paper thickness, and speed control of presses.
3. Operates electrostatic master imager.
4. Prepares chemical solutions for sensitizing and cleaning metal offset plates.
5. Cleans, adjusts, services, and makes minor repairs on presses.
6. Checks reproduced materials for imprint clarity and intensity.
7. May operate fully automated offset presses (simplex and duplex).
8. Sets up/operates padding equipment and paper-cutting, folding, collating, perforating, stitching, binding, and drilling machines.
9. Packs and wraps completed work for delivery.
10. Operates Xerox copy machines and other related equipment.
11. Performs preventive maintenance tasks.

12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves operation of a sheet-fed offset press in reproducing printed materials.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of offset shop equipment, materials, and techniques.
 2. Ability to follow instructions.
 3. Ability to learn and apply established procedures.
 4. Ability to interpret and follow written/verbal instructions.
 5. Ability to work rapidly and accurately under pressure.
 6. Ability to plan and organize work assignments.
 7. Ability to make minor equipment repairs.
 8. Ability to perform general mathematical calculations.
 9. Ability to relate well with administrators, employees, and the public.
 10. Ability to perform tasks involving heavy lifting, dexterity, and coordination.
 11. Ability to recognize and report hazards and apply safe work methods.
 12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years' experience in operation/care of sheet-fed offset presses and related equipment.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities, schools, and administrative offices/departments.

Work Environment

Strength

Medium - exert force of 20 to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in-person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Offset press, process camera, film processor, computers, printers, scanners, collator, paper cutter, laminator, telephones, calculators, copy machines, fax machines, various hand tools, cleaning solvents, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/09/23
- Created: 03/01/89