

# Offset Machine Operator Leader

## Position Details

Class Code: 1025

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, supervises shift operation activities of the Graphic Production Section.

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## Essential Duties and Responsibilities

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

1. Sets up and operates all finishing equipment: paper cutter, collator, folder, stitcher, and trimmer.
2. Adjusts paper size, impression placement, paper thickness, and speed control of presses.
3. Prepares chemical solutions for sensitizing, developing, and cleaning metal offset plates.
4. Processes negatives to metal offset plates and treats them with chemicals to obtain proper printing.
5. Checks reproduced materials for imprint clarity and intensity.
6. Supervises/trains student workers, Offset Machine Operator Trainees, Offset Machine Operators, and Senior Offset Machine Operators.
7. Operates high-production offset presses in reproducing materials using halftones, large solids, color, etc., and in running critical/long-run reproduction.
8. Operates two-color offset press.

9. Operates fully automated offset presses (simplex and duplex).
  10. Operates electrostatic camera/plate maker.
  11. Cleans, adjusts, services, and makes minor repairs on all equipment.
  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 offset presses and supervision/training of Offset Machine Operator Trainees, student workers, Offset Machine Operators, and Senior Offset Machine Operators.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of offset shop equipment, materials, and techniques.
  2. Ability to work rapidly and accurately under pressure.
  3. Ability to interpret and follow written/verbal instructions.
  4. Ability to plan and organize work assignments.
  5. Ability to perform general mathematical computations.
  6. Ability to learn and apply established procedures.
  7. Ability to relate well with administrators, employees, and the public.
  8. Ability to direct activities and provide employee performance input.
  9. Ability to perform tasks involving heavy lifting, dexterity, and coordination.
  10. Ability to recognize and report hazards and apply safe work methods.
  11. 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. Five (5) years' experience in the operation and care of sheet-fed offset presses and related equipment.

## **Licenses and Certifications**

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

## **Preferred Qualifications**

Supervisory experience desirable.

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## **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.

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## **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).

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## **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.

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## **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: 06/01/89