

# Offset Machine Operator Trainee

## Position Details

Class Code: 1040

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 41 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direct supervision, operates power machines used to cut, fold, assemble, stitch, and bind printed materials to produce finished books, pamphlets, and forms.

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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 paper-cutting, folding, collating, perforating, stitching, binding, and drilling machines.
  2. Sets up and operates padding equipment.
  3. Oils, cleans, and adjusts machines operated.
  4. Packs and wraps completed work for delivery.
  5. Receives training and may operate offset presses, copy machines, and other related equipment.
  6. Conforms to safety standards, as prescribed.
  7. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Involves routine tasks related to printed materials.

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

1. Ability to learn and apply established policies.
  2. Ability to work rapidly and accurately.
  3. Ability to follow instructions.
  4. Ability to perform general mathematical calculations.
  5. Ability to relate well with administrators, employees, and the public.
  6. Ability to recognize and report hazards and apply safe work methods.
  7. Ability to perform tasks involving heavy lifting, dexterity, and coordination.
  8. 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. Six (6) months' experience or one (1) year of full-time education in the printing field.

### **Licenses and Certifications**

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

### **Preferred Qualifications**

None specified.

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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, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and 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/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Furniture, 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