

# MORGAN STATE UNIVERSITY JOB SPECIFICATON



## **PS PRESS OPERATOR I**

Class Code: 02184

FLSA Code: N/E (Non-Exempt)

Pay Range: 10

### **JOB SUMMARY**

Under general supervision, performs journey level work in the operation of high speed single and multi-color presses and related printing equipment in a large scale plant printing operation. Performs all phases of press work including make ready operations, care and maintenance of presses, and selection of stock and ink.

### **PRIMARY DUTIES**

1. Operates and maintains a variety of complex single and multi-colored presses and related printing equipment to support the production of close registered printed materials. Prepares plates and negatives.
2. Examines job order to determine quantity to be printed, stock specifications, colors and special printing instructions.
3. Sets up printing presses to ensure accurate registration. Monitors quality of printed copy for ink density, paper position, and registration and adjusts press components, ink and water levels throughout the production process.
4. Prepares and monitors production records, inventory press supplies.
5. Ensures operational readiness and safety of printing presses and other related equipment and informs supervisor of major malfunctions. Cleans and adjusts equipment.

**Morgan State University Job Specification  
PS Press Operator I  
Page Two**

**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED

**EXPERIENCE:** Four years progressively responsible experience in the operation of single and multi-color presses and related equipment.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Thorough knowledge of and skill in the operation and maintenance of high speed single and multi-color presses and related equipment. Skill in setting up and maintaining close registration throughout production processes; in preparing plates and negatives; selecting appropriate paper stock and inks. Ability to communicate effectively; to follow oral and written instructions; to maintain effective working relationships with others; to perceive normal color spectrum; to operate, adjust, and maintain assigned presses and equipment; to lift, transport, and stock press supplies, paper and related equipment; to wear and work in personal protective equipment.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.