

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



PS PRESS OPERATOR II

Class Code: N1113
Pay Range: 11

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, functions as a lead worker in the performance of journey level work in the operation of high speed single and multi-color presses and related equipment in a large scale plant printing operation. Produces highly complex single and multi-color close registered printed materials.

PRIMARY DUTIES

1. Provides assistance in the evaluation of methods for improving production, performance, and quality of work and recommends changes in work processes to increase efficiency.
2. Operates and maintains a variety of complex single and multi-color presses and related equipment to support the production of close registered printed materials. Prepares plates and negatives.
3. Performs complex press work involving the application of four color and multi-color varnishes and other finishes.
4. Sets up printing presses to ensure accurate registration. Monitors quality to printed copy for ink density, paper position, and registration and adjusts press components, ink and water levels throughout the production process.
5. Examines job order to determine quantity to be printed, stock specifications, colors and special printing instructions.
6. Ensures operational readiness and safety of printing presses and other related equipment. Performs routine repairs and maintenance on equipment.

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7. Prepares and maintains production records, inventory press supplies.
8. Provides guidance and instruction to others in press and equipment operations and production procedures.

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: Six years progressively responsible experience in the operation of single and multi-color presses.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge 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; in selecting appropriate paper stock and inks. Ability to communicate both orally and in writing; to follow oral and written instructions; to maintain effective work relationships; to lead and train others in press operations and production procedures; to evaluate methods for improving production and quality of work; to perceive normal color spectrum; to operate, adjust, repair and maintain assigned presses and related 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.

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CONDITIONS OF EMPLOYMENT

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