Large Press Operator

JOB PURPOSE:

Sets up and operates various types of offset printing equipment to produce printed publications. Cleans, maintains and performs minor repairs of equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Reads and interprets job orders to determine production run parameters; stock specifications, colors, quantities, etc. Mixes and prepares various ink colors from industry standard color guide. Sets up and adjusts all mechanical, electronic and chemical settings; speed, ink flow, pressures, etc.

Loads, positions and adjusts stock on holding fixtures or in equipment loading and feeding mechanisms. Monitors quality of printed product throughout production run to maintain acceptable standards; performs fine adjustments to ink densities, roller and pressure settings or dampening systems.

Maintains presses and printing equipment; performs daily cleanings and maintenance and performs minor repairs. Operates bindery equipment to include programmable cutters, saddle stitchers, folders, etc., to produce finished publications.

May help train other operators or assist in other production areas as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to operate and maintain complex mechanical offset presses of different sizes.

Ability to interpret work orders and set up machinery accordingly.

Knowledge of printing and bindery processes.

Ability to operate a personal computer.

Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:

Education: High school diploma or GED

Experience: Seven years experience operating offset presses including those larger than 14 X 20 sheet size.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping,
pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs. multiple times per shift, fingerling, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Most time spent indoors. Possible exposure to distracting/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.