

LEAD PRESS OPERATOR

DEFINITION:

Under general supervision, lead, oversee and participate in a variety of technical activities involved in the operation of offset presses and other duplicating equipment for the production and distribution of high quality printed materials; trains and provides work direction and guidance to assigned personnel; reproduces and orders a variety of materials, including the operation of the offset press, vertical camera and related equipment; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Leads, oversees and participates in a variety of technical activities involved in the operation of offset presses and other duplicating equipment for the production and distribution of high quality printed materials.
- Monitors project progress to ensure compliance with established requirements; ensures related activities comply with related policies, procedures, rules and regulations.
- Plans and performs skilled duplicating work involving the operation and routine maintenance of various offset presses, a vertical camera, processor and other equipment related to reproduction including the plate maker and the bindery area.
- Maintains inventory to meet project needs and organizational standards; monitor and ensures adequate inventory levels.
- Requisitions supplies for the printing equipment as needed; maintains paper stock and other materials processes and equipment used in printing.
- Inks and paper stock used in printing.
- Oral and written communication skills.
- Applicable laws, codes, rules and regulations.
- Darkroom equipment, supplies and chemical as it relates to printing.
- Principles of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.
- Basic inventory methods and practices.
- Health and safety regulations.
- Record-keeping and report preparation techniques.
-

