SENIOR OFFSET PRINTING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the operation of offset printing machines and related equipment and the supervision of personnel in the print shop. The incumbent is responsible for performing the more difficult printing tasks and assigning and reviewing work of subordinate Offset Duplicating Machine Operators. The work is performed under the general supervision of the Printing Supervisor or other designated supervisor with leeway allowed for the exercise of independent judgment in carrying out assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Operates and oversees the work of subordinates in the operation of offset presses to reproduce a variety of printed matter including forms, stationery, pamphlets, manuals and related material;
Assigns and reviews the work of Offset Printing Machine Operators for completeness and acceptable quality;
Ensures offset presses are well-maintained and participates in oiling and greasing them and replacing minor parts;
Instructs subordinate operators in setting up printing machines for various jobs, and in the use of binding and related equipment;
May keep an inventory of supplies and prepares requisitions for ordering supplies;
Prepares a variety of records and reports related to the work;
Operates two-color duplexing and perfecting;
Meets with Printing Supervisor or other designated supervisor to review job schedules;
Operates automated bindery machine as necessary;
Discusses work-flow and press assignments with Printing Supervisor, Printing Foreman or other designated supervisor and assists in assuring jobs are assigned to proper areas;
Researches jobs in progress and expedites jobs as needed;
May keep an inventory of supplies and prepares requisitions for ordering supplies;
May assume duties of Printing Supervisor or Printing Foreman in event of absence of either.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation, adjustment and care of offset printing machines and related equipment; good knowledge of the types of paper, ink and supplies used in printing operations; good knowledge of the composition and layout of duplicating work; good knowledge of the tools, terminology and uses of equipment used in preparation of printed material; ability to operate offset printing machines and related equipment; ability to supervise the work of others; ability to make adjustments to offset duplicating equipment; ability to understand and follow detailed oral and written instructions; ability to prepare production and related records and reports.

MINIMUM QUALIFICATIONS: Either:

(A)   Possession of Associate's Degree in graphic arts or printing technology or a closely related field **AND** one (1) year of experience in the operation and maintenance of offset printing and related equipment; **OR**

(B)   Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience in the operation and maintenance of offset printing and related equipment.

NOTES:
1.   Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.
2.   Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 08/02/1989
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Approved Non-competitive NYSCSC 06/21/2004