

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
OFFSET PRESS OPERATOR - 1632

DEFINITION:

Under general supervision, to operate and maintain offset printing equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates an offset printing press in the reproduction of varied forms, reports, charts, and special publications containing typed material and half-tone photographs;
- Prepares stock for printing using a power paper cutter;
- Runs paper and metal offset plates;
- Sets-up press;
- Checks plates;
- Makes necessary repairs or adjustments for proper operation of equipment as assigned;
- Keeps stock and production records;
- Occasionally performs simple multicolor work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience in the setup, operation, and clean-up of a 10" X 15" or larger offset printing press.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**