

Sam Houston State University Human Resources

Staff Classification Description – Press Operator I

Skill Category: Skilled Craft
Position (Employee) Class: 6N150 (N1)
Grade: 8
Date: 11/2011

Department: Sam Houston Press

Educational & Experience Requirement: High school graduate or G.E.D. equivalent; Completion of courses in printing. Four (4) years experience in the operating and general maintenance of offset printing and related equipment. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs skilled work in setting up and operating an offset press and related equipment. Responsible for reproducing neat and clean printed materials.

Supervision Given & Received: General supervision. Finished work is inspected for conformity with specifications. Assists with training new personnel, and may supervise employees performing tasks connected with the multilith duplication unit.

Primary Responsibilities: Prints varied books, letters, folders, forms and other materials by offset process. Makes adjustments and alignments to achieve clean and legible images. Regulates flow of ink to rollers. Mixes and dilutes inks and chemicals. Keeps supply stock in order. Maintains files of masters. Advises on purchase of proper supplies. Assists with problems concerning machines and materials. . Prints four color process jobs. These jobs required four extremely small dots to be in perfect registration with each other on every shot. Also use a densitometer to control density of ink throughout the press runs. Performs minor repairs. Assists in assembling, binding and trimming printed materials. Operates related equipment such as folder, collator, or stapler. Performs other related duties as assigned.

Other Specifications: Skilled in the operation of various types of offset presses and allied equipment. Accurate in all phases of work performed. Usual print shop conditions. Work schedule may vary with departmental projects.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.