

Sam Houston State University Human Resources

Staff Classification Description – Press Operator II

Skill Category: Skilled Craft
Position (Employee) Class: 6N151 (N1)
Grade: 10
Date: 11/2011

Department: Sam Houston Press

Educational & Experience Requirement: High school graduate or G.E.D. equivalent with one (1) year technical training in printing and 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 advanced, moderately complex reproduction of printed materials.

Supervision Given & Received: Works under general direction with moderate latitude for the use of initiative and independent judgment. Assists with training new personnel and may supervise employees performing tasks connected with the multilith duplication unit.

Primary Responsibilities: Work involves completing offset printing assignments which require the full range of press operating skills. May serve as lead technician in making assignments, training staff, and reviewing completed work. Keeps supply stock in order. Advises on purchases of proper supplies. Assists with problems concerning machines and materials. Uses a densitometer to control density of ink throughout the press runs. Performs precise dot on dot registration and color work including solids, tint blocks, duotones, spot color, and three or four color process. Adjusts equipment of an advanced nature on the larger size presses. Determines procedures and methods of handling job orders. Consults with staff from other sections. Performs other related duties as assigned.

Other Specifications: Knowledge of bindery equipment & procedures such as large folder, collator, stitcher, paper drill, perforator, and controlled paper cutter. Mechanical understanding of all equipment in the shop. Skilled in the operation of various types of offset presses and allied equipment. Ability to make most machine repairs and troubleshoot electrical problems with equipment. Sets up and operates offset presses, process copying cameras, or related reproduction equipment. Accurate in all phases of work performed. Work schedule may vary with departmental projects. Operation of Heidelberg 19 x 25, 2 color perfecter and Heidelberg GTO helpful.

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.

