

**OFFSET PRESS OPERATOR II - LEADHAND****NATURE OF WORK**

This is skilled and lead type work at the journeyman level in the operation of medium and large offset printing presses and related equipment.

The employee of this class is responsible for the efficient operation of the duplicating facility in the Health Sciences Complex. Work includes responsibility for the accurate and efficient operation, adjustment and servicing of offset presses and related equipment and for acting as lead hand for a small number of lower grade employees involved in the operation of various types of offset duplicating and related equipment. Work assignments are received in the form of work orders or orally and in terms of material to be produced. Work is performed under the general supervision of an administrative superior and is reviewed for neatness and clarity, economy of materials and efficiency of operations.

**ILLUSTRATIVE EXAMPLES OF WORK**

Assigns work to subordinates in accordance with instructions received from administrative superior, inspects work in progress and reviews completed orders to ensure that all work has been processed according to work order instructions.

Operates offset presses in reproducing a wide variety of printed materials in black and white or multicolor; operates a variety of machines and related equipment.

Makes masters from camera and other copiers; treats plates with chemicals; adjusts ink fountains; adjusts press to placement of impression and to size and thickness of paper, adjust moisture roller; or mixes inks for proper shades and tones.

Services, cleans, oils and makes minor repairs and adjustments to presses and related duplicating centre equipment; ensures that an adequate supply of cleaning fluids are available for machines and presses.

Performs clerical work related to the operation.

Performs related work as required.

**REQUIREMENTS OF WORK**

Experience as a journeyman in the operation of and maintenance of offset equipment; graduation from high school supplemented by the successful completion of an approved apprenticeship programme; or graduation from high school supplemented by the successful completion of the University training programme; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the operation and basic maintenance requirements of offset presses and related duplicating equipment.

Knowledge of the uses of the papers, inks and other supplies used in duplicating, especially weights, types and uses of paper.

Knowledge of art copy preparation for photographic and offset reproduction.

Knowledge of a variety of uses to which offset press machinery can be put and the various types of plates and processes.

Ability to work with and oversee a small group of subordinates engaged in offset and duplicating operations.

Ability to follow written and oral instructions.

Ability to produce high quality work.

Ability to keep routine work records.

Ability to establish and maintain effective working relationships.

Skill in the operation and care offset presses and allied equipment.

**2732**

**1993.02.03**

**Under Review: 2004.01.05**