

PRESS OPERATOR

DEFINITION: Under general supervision, performs journey level operation and maintenance of newspaper printing presses; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Cleans and prepares printing presses for printing; fills/refills ink trays; checks and maintains water levels; removes and replaces plates when necessary; adjusts water and ink rollers; oils and lubricates gears and shaft points; shoots negatives, halftones, and straightshots for newspaper layouts; operates horizontal cameras; strips negatives, burns and develops plates.

Assists supervisor in maintaining and servicing printing units; stacks newspaper as they come off printing presses; cleans and maintains camera equipment; maintains all work areas in a clean safe manner; assists with unloading inserts, answering telephones; performs general building maintenance.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of cleaning, maintenance and repair of printing presses.

Knowledge of optical camera usage and film developing methods, practices and procedures.

Knowledge of printing press operation methods and procedures.

Knowledge of weights, types, and usage of paper and other types and uses of various inks and other printing supplies.

Knowledge of environmental protection guidelines related to hazardous materials usage and disposal.

Knowledge of newspaper preparation and printing methods and procedures.

Skill in cleaning, maintaining and setting up newspaper printing presses.

Skill in safely processing film.

Skill in setting up and laying out newspaper editions.

Skill in following verbal and written technical directions.

Skill in establishing and maintaining effective working relationships.

Skill in maintaining a clean, safe working environment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires carrying and lifting up to 50 pounds, bending, stooping, stretching, and stacking of printed materials with exposure to toxic cleaning solvents, inks, film processing chemicals and fumes and the operation of forklifts.

MINIMUM QUALIFICATIONS: A high school diploma or GED; supplemented with vocational training in the operation of printing equipment; and four (4) years of newspaper printing experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.