

**Objective:** Performs responsible manual and machine operator tasks in the set-up, maintenance and operation of both offset and digital printing presses.

## Duties and Responsibilities:

- Reads instructions from job tickets and sets up press based on instructions. As required, sets feeder, side guide, pressures; registers job; maintains ink/water balance; preps stock.
- Keeps track of job tickets assigned and their contents until job is completed.
- Fills out clearly & completely all daily forms assigned.
- Gets jobs ready by running samples to make adjustments to print quality and color proof or PMS color.
- During and after completion of job, checks off and signs all relevant Quality Control forms and places in ticket with all other related materials.
- Makes final pre-run inspection of job and approves or confers with prepress manager/supervisor for approval. Responsible for quality of printed work.
- Operates 1 Color ITEK 975, 2 color ITEK 3985, Xerox D125 & Xerox Versant 2100 printing presses to print in accordance with job orders.
- Performs preventive maintenance on press such as lubrication, replacement of small parts, cleaning and minor adjustments to rollers and other small moving parts.
- Follows and signs maintenance form on presses being operated.
- Reports any press problems or foreseen problems in BG Space immediately.
- Reports any pressroom material needs or foreseen needs.
- Maintains ink and toner supply.
  1. Immediately after using inks, returns them to their assigned place.
  2. Mixes PMS colors with ink scale and labels them clearly.
  3. Keeps lid on ink containers.
- Documents in *BG Space* any suggestions or ideas that might improve operations, cut costs or speed up service to our customers.
  
- **Operates or assists on other pressroom equipment and presses if needed and when work load permits.**
- **Be the backup for running the digital presses as needed.**
- **Performs other duties as requested.**

**Job Requirements/Qualifications:** Requires good knowledge of how to mix and produce correct ink. Good knowledge of applicability of various jobs to press. Ability to read and understand written instructions and set up press to carry out instructions. Thorough knowledge of problem-solving on press. Thorough knowledge of press operations and functions.

**Minimum Qualifications:** Must have knowledge of operating an offset printing press.