

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Press Operator I

Class Code: 7420

Pay Grade: 206

GENERAL CLASS DESCRIPTION:

Under direct supervision, operates, maintains and repairs duplicators as directed per written specifications of the job to reproduce high quality and multicolored copies of various originals.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Operates offset duplicating press to reproduce high quality one color and multicolored materials utilizing half-tone, screens, solids and the line copy.
2. Makes judgments relative to quality/quantity printing requiring substantial knowledge of printing techniques.
3. Operates large offset duplicating press to reproduce one color line copy materials.
4. Operates roll-fed press to reproduce materials.
5. Sets up press with appropriate master; mixes ink, runs samples and makes adjustment to machines until impressions are desired quality; washes press and changes color of ink.
6. Receives, inspects and prepares offset plates.
7. Obtains stock and completes stock ticket; orders additional stock as necessary and maintains stocks of expendable supplies.
8. Makes arrangements for obtaining new parts or repairs as necessary; assists supervisor with major repairs.
9. Assists in operation of other equipment as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of copyright laws and policies concerning reproduction of printed materials.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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2. Ability to follow oral and written instructions.
3. Ability to communicate effectively with staff, students and the public.
4. Ability to perform routine arithmetic computations.
5. Ability to organize and prioritize multiple tasks.
6. Ability to operate a computer and related software.
7. Ability to maintain records and prepare reports.
8. Ability to use proper bending and lifting techniques to stock supplies or deliver items.
9. Skill in operating and maintaining duplication equipment.

MINIMUM ELIGIBILITY REQUIREMENTS:

One year of experience operating offset or similar duplicating equipment.

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REVISION EFFECTIVE: October 1, 2009