

Job Class Profile: Printing Press Worker I**Pay Level: CG-25 Point Band: 456-489**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	2	4	4	2	2	2	1	5	
Points	187	33	25	19	60	43	41	21	54	483

JOB SUMMARY

The Printing Press Worker I operates and maintains various types of printing presses ranging from small duplicating presses to complex digital and computer controlled four color presses. Also operates other types of equipment related to the printing process.

Key and Periodic Activities

- Operates various types of equipment such as duplicating presses, digital and integrated printing systems, computer controlled and multi-color presses to produce various types of printed materials.
- Performs daily start-up and shut down activities of printing equipment.
- Maintains equipment in good operating condition by cleaning and performing maintenance work on a weekly basis.
- Changes plates and plate cleaning towels on printing equipment.
- Performs monthly and semi-annual press maintenance activities.
- Calibrates electronic diodes on digital imager, as required.
- Checks roller pressures and makes adjustments, as required.

SKILL**Knowledge****General and Specific Knowledge:**

- Printing presses and related equipment
- Materials and chemicals required in various printing processes
- Printing software programs
- Policies and Procedures
- Safe Work Practices

Formal Education and/or Certification(s):

- Minimum: High School Diploma. 2 Year Diploma in Graphic Production and Printing.

Years of Experience:

- Minimum: 2 to 3 years

Competencies:

- Follow basic instructions and work procedures
- Apply established techniques to the completion of activities
- Coordinate a range of related work or project activities
- Develop new solutions to deal with new technical problems
- Provide advice to others on how to solve different technical problems
- Proof-read, edit and format documents
- Operate a computer
- Operate, repair and/or calibrate machinery

Interpersonal Skills

- A range of interpersonal skills are used including listening to information from other people such as co-workers, supervisor and/or equipment technicians and asking questions to obtain information on various graphic design press issues; providing routine information and direction to co-workers related to technical and mechanical problems.
- Communications occur with employees within the immediate work area and department including supervisor/manager, co-workers and other staff.
- The most significant contacts are with the supervisor/manager to obtain daily work assignments and job specifications; co-workers in the completion of daily activities and with equipment technicians for technical advice on solving problems with digital imaging and offset press equipment.

EFFORT**Physical Effort**

- The demands of the job occasionally result in fatigue, requiring periods of rest.
- Regularly lifts or moves objects 25 to 50 lbs. such as heavy paper stock, containers of chemicals or when performing maintenance work on equipment. May be required to lift or move objects over 50 lbs on an occasional basis.
- Work involves standing and walking on a regular basis to complete work tasks. Works in awkward or cramped positions requiring various body movements to perform maintenance work on equipment such as cleaning, oiling grippers and springs and removing powder in a digital imager.
- Manual or physical activities include performing fine finger or precision work; using hand tools that require accurate control and steadiness, using gross motor skills, using machinery or equipment that requires very controlled movement, operating heavy equipment and using equipment that requires rapid physical movement and reflexes.

Concentration

- **Visual concentration or alertness** is a constant requirement when checking the quality of printed product; checking inking and moisture levels on substrate; monitoring registration of printed product and checking plates for wear or scratches.
- **Auditory concentration or strain** includes listening for unusual sounds that may indicate issues such as a paper jam or listening for alarm sensors that would indicate press errors.

- **Other sensory demands such as smell** are required to detect the smell of a fire or equipment overheating. **Touch** is used to identify the texture of stock or paper thickness.
- **Alertness and concentration** are required when performing repetitive tasks such as checking ink levels; image registration; chemical levels; plates for imperfections; maintaining proper paper levels in press; checking plate and towel supply; adjusting lasers on digital press; setting up double sheet detectors and checking for watermarks and proper grain direction of stock before printing. **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when performing maintenance on presses ensuring all equipment guards are in place and working properly; handling hazardous chemicals required to clean the various components of the press and when equipment is in operation, there is a constant requirement to observe the exposed moving parts of the equipment.
- **Time pressures and deadlines** are experienced constantly when performing jobs on demand with short notice. **Interruptions and lack of control over work pace** can occur when there are editing changes made to material while jobs are being printed; typographical or grammatical errors requiring jobs to be reprinted; or shifts in job priorities.
- **Exact results and precision** are required when performing tasks such as performing four color registration of printed images; precision line-up of tumble images and multiple sheets; and proper positioning of images on sheets.

Complexity

- Work involves the operation and maintenance of various types of printing equipment which involves performing work that is different but allows the use of similar skills and knowledge. Tasks are usually well defined.
- Typical problems, challenges or issues include problems with paper stocks and humidity in plant; ink/moisture balance; press registration; ink roller pressures and plate wear.
- Reference material to assist in addressing problems, challenges and issues include manufacturer specification manuals; equipment technicians; internet and advice and guidance from co-workers and supervisor/manager.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed in a highly structured environment. There is a proofing process in place and supervisor must sign-off on all print jobs in an effort to minimize typographical mistakes and errors.
- Have authority to perform maintenance work; adjust ink levels on equipment; proof print jobs; prioritize print jobs and maintain quality control over end product.
- Supervisory approval is required for sign-off on all print jobs.
- Discretion and independence of action is exercised when performing quality control; performing system analysis; adjusting ink levels; and resolving issues such as curl and static issues with paper stock, ink-moisture controls, etc.

Impact

- Work results can have a positive impact within the immediate work area, department,

organization and on customers/clients/patients/general public and on resources such as equipment, processes and systems, finances, material resources, health and safety and corporate image when the printed material is produced on schedule; meets job specifications and the equipment is maintained properly.

- Mistakes or errors can cause delays in meeting deadlines/schedules; result in equipment downtime or create health and safety issues for employees if the equipment is not properly maintained and repaired. Finances and material resources can also be impacted if printed material is not of an acceptable quality and requires reprinting.
- Errors are typically identified and resolved in the pre-press stage as there are quality control checks in place to minimize typographical mistakes and errors.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May provide on-the-job training and/or guidance to new and existing employees or students.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as rubber gloves, ear protection, aprons/smocks, and safety shoes. Special precautions include safety guards on equipment.
- The likelihood of minor cuts, bruises, abrasions or minor illnesses resulting from hazards in the job is significant and fractures, partial and total disability is limited.
- Work is performed in a printing plant with exposure to undesirable working conditions such as unusual/distracting noise from equipment; dirt, dust, filth or garbage; fumes; limited ventilation; vibration from equipment; hazardous chemicals and toxic substances such as inks, varnishes, isopropyl alcohol, and other solvents used for cleaning; awkward or confining workspaces; heavy machinery and the risk of exposure to radiation when working on laser burners or digital presses.