

**OFFSET LITHOGRAPHER**

**CLASS SUMMARY**

Under general supervision – performs skilled and specialized work in the development, coordination and reproduction of a wide variety of printed materials; and operating duplicating machines and large offset presses. Performs related duties as required.

**REPRESENTATIVE DUTIES**

Operates, adjust and maintains Duplicating machines, and large 2-color offset presses in the reproduction of a wide variety of printed materials, including single and multi-color work such as brochures, forms, business cards, covers, newsletters, and other instructional, informational and publicity materials; operates and maintains digital offset camera and processor to create materials used in pre-press production, makes enlargements, reductions and produces quality negative and positive halftones and line shots. Operates plate maker and develops offset printing plates; strips and opaques negatives, operates and maintains the digital color Xerox press; inventories printing supplies and paper stock; operates bindery equipment, such as binding, shrink wrapping , jogging, paper cutter, and paper drilling; mixes printing inks, and pressroom solutions; may schedule work to meet deadlines and classroom needs; establishes and maintains negative and plate files; assists faculty, students, and college personnel in preparing camera ready copy; learns and applies new emerging technologies to keeps abreast of new lithographic and binding processes in the printing industry. The offset duplication-equipment are the 1250 Multilith Two-color-Hamada's C248 and 775. Xerox color digital printing press.

**ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager in publications.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

A high school diploma or GED, and any training and/or experience equivalent to four years of increasingly responsible work in the operation of offset presses, related duplicating equipment, camera and color process equipment.

Knowledge of: operation and maintenance of offset duplicating equipment; proper trade practices, procedures, terminology and techniques required for various effects; various types of inks, paper stock and other supplies used, their characteristics, best uses and limitations; principles, tools, materials and equipment used in binding and finishing.

**OFFSET LITHOGRAPHER (continued)**

Ability to: set up, adjust and operate offset duplicating equipment and other equipment used; clean and maintain equipment in good working condition; prepare material for photographic; organize work and estimate time and materials required; estimate needed supplies; learn new procedures and the operation of new equipment rapidly; understand and carry out written and oral instructions.

Skills: proficiency in the operation of modern offset printing equipment; lifting and pushing heavy boxes of paper.