

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Press Operator (PRSOP)*

**I. JOB INFORMATION**

**Job Title: Press Operator (PRSOP)**

**Job Class: 75073 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general supervision, operates printing press equipment associated with the Printing industry.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Set up and operate printing presses and related equipment to ensure compliance with departmental commitments to print and finish various materials according to complex printing specifications and requirements.**
- **Performs presswork, color and black and white, line and halftone.**
- **Develops and makes printing plates, operates and maintain all pertinent equipment and opaque and strip.**
- **Performs complex printing work for one or multi-color jobs using metal and photo direct plates; mixes ink and chemicals according to set formulas to obtain desired color.**
- **Develop and maintain correct pressure and registration between the plate, blanket and paper while maintaining the proper balance between water and ink in order to ensure a quality reproduction; read computerized data and standards and use special instrume**
- **Assist in coordinating production activities to ensure timely delivery of printed materials; Operates forklift, pallet movers, work closely with prepress on camera jobs to ensure proper planning.**
- **Perform preventive maintenance and minor repairs on equipment to ensure proper functioning per direction of supervisor. Review work of lower level employees and assist in training other press operators upon request and as needed by supervisor.**
- **May assist in other areas of the printing operation as needed, and in training other press operators.**
- **May be required to read computerized data to ensure accuracy and high quality of printing jobs.**
- **May develop and make printing plates, operate and maintain all pertinent equipment and opaque and strip.**

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or equivalent, four years of full-time experience in operating printing presses of various sizes, and three years of full-time experience operating two color printing presses of various sizes is required. Knowledge of press maintenance and safety practices is required. Must be able to read, write and comprehend common vocabulary. May be required to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and/or templates.

**V. WORKING CONDITIONS**

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. Exposure to unpleasant odors and/or high noise levels may exist. Any combination of overtime, shift work, weekend and holiday work may be required.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

- Must currently have possessed a valid U.S. driver's license for at least one year\*.
- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*