

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

REPRODUCTION EQUIPMENT OPERATOR 1

DEFINITION

Performs entry-level work in the operation of offset press and/or high-speed copier equipment; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Learns and prepares for advanced level assignments in reproduction equipment operation by performing the following functions:

Setting up reproduction equipment properly to produce the desired printed copies/material. This includes such things as: mixing and applying fountain solution to the rollers; applying ink to the fountain; loading and positioning paper/card stock according to weight and size; adjusting the impression cylinder; adjusting speed controls to regulate proper flow; and setting controls to assure smooth, even paper/card stock movement through the machine.

Learning to program high-speed copiers for photos, tab inserts, size of paper, enlarge or reduce size of print or pictures and to send jobs electronically to other copiers.

Transferring images by using a plate-making machine and applying proper solutions to produce images on the master plates for use in offset reproduction.

Transferring original images by using photo and electrostatic copy machines to produce identical, reduced or enlarged master printing copies for use in offset reproduction.

Aligning metal master plates, plastic or paper master copies around the offset equipment press cylinder.

Collecting reproduced materials from delivery area of the machine and assisting in the preparation for distribution by using bindery, collating, folding, cutting and/or punching equipment as required by the job order.

Performing minor maintenance on the equipment used such as regular cleaning and oiling and making minor adjustments.

COMPETENCIES REQUIRED

Knowledge of the basic principles and techniques of offset and high speed copier reproduction.

Knowledge of the preparation, operation, and maintenance of reproduction equipment.

Knowledge of the characteristics, capabilities and limitations of the offset and high-speed copier reproduction and accessory equipment operated.

Ability to learn the use of various materials and supplies associated with reproduction equipment operation.

Ability to set up and operate equipment used in reproducing a variety of materials requiring different types, sizes and weights of paper.

Ability to perform minor maintenance functions on equipment operated.

Ability to work under noisy and/or crowded conditions.

Ability to lift and carry full boxes of paper and/or printed material.

Ability to work and produce high quality material under stress of deadlines.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Completion of a basic training program in offset printing at a business, vocational, area school or through an agency in-service program.

Effective Date: 12/01 GR