Definition of Class
This is a supervisory position in which the incumbent is responsible for operating single and multi-color offset printing presses and for monitoring operation to ensure the press is operating correctly. Work is reviewed periodically by supervisor for correct color on processed work.

Examples of Work Performed
Operates and monitors operation of single and multi-color offset printing press.

Adjusts press according to sheet size and paper weight. Mixes and controls the flow of ink. Ensures that press registers. Perform preventive maintenance on presses as required. Makes minor adjustments and repairs. Cuts paper obtained by each pressman from paper warehouse for each job.

Performs photographic plates from negatives for use in printing.

Assists in training new employees. Provides technical assistance to employees.

Maintains records of time and materials expended per order for billing purposes.

Performs routine work in the bindery.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Operates single and multi-color offset printing presses.
3. Prepares photographic plates from negatives.
4. Maintains records.
5. Performs routine binding.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift more than 100 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand. The incumbent is periodically required to use hands to finger, feel or handle objects, tools, or controls; and to reach with hands or arms. The incumbent is occasionally required to kneel, stoop, bend; and lift and carry.

**Experience/Educational Requirements:**

**Education:**
Ability to read and write on an eighth grade level.

**AND**

**Experience:**
Two (2) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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