JOB DESCRIPTION

Four-Color Printing Press Technician

Definition of Class
This is a non-supervisory position in which incumbent is responsible for operating a four-color printing press and monitoring operation to ensure press is operating correctly. Incumbent is highly skilled and experienced in working with four-color separations and printing. Work is reviewed periodically by supervisor for correct color on processed work.

Examples of Work Performed
Prepare two-color Offset Press for printing. Mix fount chemicals to exact PH and conductivity standards. Puts ink in founts and adjust ink flow keys, sets up feeder, sheet detector, head stops and side guides. Sets up delivery joggers, hold down sheets and spray system. Mixes ink to match exact PMS ink selector.

Makes ready a four-color process printing job two colors at a time. Identifies, cuts to size, loads and sets up paper stock per job specifications. Identifies specific color plate and mounts on appropriate print unit. Sets ink flow keys based on image coverage on plate. Adjusts ink and water balance for perfect ink transfer. Pulls minimal images on paper, checks for color, registration and position. Makes color, position and registration adjustments pulling frequent test sheets until color is acceptable and matches the pre-press proof.

Ensures quality control by monitoring ink fount, flow and controls as well as water recirculation unit, flow and controls. Visually inspects finished printed product. Meets or exceeds customer expectations and department standards.

Performs press wash up by cleaning ink fount, draining and cleaning water fount; cleaning impression cylinders and blankets and washing press rollers.

Performs routine press maintenance. Oils and greases correct lubricant points on press. Checks durometer and adjust ink train rollers. Checks and replaces rollers as needed. Orders replacement parts according to specifications. Cleans all working surface areas and Royce units. Checks plate, blanket and impression cylinders and cleans regularly. Evaluates and adjusts spray powder system. Checks and cleans all safety switches and sensors.

Ensures jobs are processed in a timely manner and that job records are filed and archived properly upon completion. Records time, materials and comments on each job. Removes, preserves and files plates. Rules out, folds and checks copy for correct product. Puts samples in sample areas and with job ticket. Posts supervisor on job status.

Performs related or similar duties as required or assigned.

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. Prepares and operates two-color Offset Press for printing.
2. Ensures quality control of print jobs.
4. Maintains job records.
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 Exertion: The incumbent may be required to lift more than 25 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 regularly required to stand; use hands to finger, handle or feel objects, tools, or controls; to reach with hands and arms; and to stoop, kneel, crouch or crawl. The incumbent is occasionally required to walk; taste or smell; and climb or balance.

Experience/Educational Requirements:

Education: Graduation from a standard four-year high school or equivalent (GED).

AND

Experience: Five (5) years of experience related to 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.