Senior Color Printing Press Operator and Pressroom Supervisor

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
Coordinates, supervises, and participates in the operations of the pressroom of the University Publishing Center Department.

Operates single and multi-color offset printing presses and ancillary equipment used in folding, collating, perforating, stitching, mailing, and other related procedures.

Monitors operations in the pressroom to ensure that presses are operating properly. Supervises and participates in the adjustment of presses, mixing ink for PMS color matches, adjustments of ink flow, and the register of presses.

Assists in the maintenance of printing presses. Requests maintenance service and orders required repair parts as necessary. Makes minor repairs and performs preventive maintenance in accordance with a prescribed schedule.

Plans and schedules pressroom work. Provides guidance to assigned employees. Assists in the selection and training of new employees.

Monitors work performed to ensure that departmental quality control standards are met.

Maintains pressroom records concerning work produced, time expended per order, and materials used. Assists in maintaining the inventory of paper stock and supplies.

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. Coordinates, supervises, and participates in the operations of the pressroom of the University Publishing Center Department.

2. Plans and schedules pressroom work. Provides guidance to assigned employees. Assists in the selection and training of new employees.

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 up to approximately 50 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 sit; stand; walk; reach with hands or arms; and maintain balance. The incumbent is periodically required to kneel, stoop, bend; and lift and carry. The incumbent is occasionally required to use hands to finger, feel or handle objects, tools, or controls.

**Experience/Educational Requirements:**

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

**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.

Rev. 04/08/2015

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