

DUPLICATING EQUIPMENT OPERATOR 2**Nature of Work**

Under general supervision, performs advanced level work in the duplication of printed and photographic material neatly and accurately through the set up and operation of offset presses of all sizes that require advanced skills and work techniques. Desired results are reviewed for conformation with instruction, but technical aspects and the exact method of accomplishing objectives are left to the employee. Performs related work as required.

Distinguishing Characteristics

The Duplicating Equipment Operator 1 performs basic duplicating on offset presses of all sizes, while the Duplicating Equipment Operator 2 performs specialized duplications on offset presses of all sizes, which typically could include such operations as close registration and press color reproduction. The Duplicating Equipment Operator 2 may also function as a lead worker.

Examples of Work

- Operates offset presses to produce specialized reproduction of forms, maps, letters, and pamphlets, reproducing both process or black and white illustrations.
- Adjusts machine register and impression balance to insure accurate image reproduction on multi-impression, multi-color jobs.
- Instructs and trains new employees in machine operation and work procedures.
- Performs minor maintenance on machines.

Knowledge, Skills and Abilities

- Knowledge of the specialized operation, adjustment and maintenance of offset printing presses.
- Knowledge of paper, ink, and chemicals used in duplicating work.
- Knowledge of the principles involved in duplicating both black and white and color photographs.
- Skill in operating offset presses and other machines used in duplicating specialized work and in performing daily maintenance on the equipment.
- Ability to follow oral and written instructions and maintain records.

Minimum Qualifications

- TRAINING Graduation from a standard high school or the equivalent.
- SUBSTITUTION Two years of full-time or equivalent part-time paid experience as described below may be substituted for the required training.

DUPLICATING EQUIPMENT OPERATOR 2 (CONT'D)

Minimum Qualification (cont'd)

EXPERIENCE Three years of full-time or equivalent part-time paid experience in the operation or maintenance or repair of printing, duplicating, and related equipment, including some work on offset printing presses.

SUBSTITUTION Completion of a formalized training course offered by Job Corps, OIC, business school or a vocational school may be substituted for one year of the required general experience.

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