



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

PRINTING MACHINE OPERATORS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Printing Machine Operators-B	V5023B	35	
Printing Machine Operators-O	V5023O	40	
Printing Machine Operators-A	V5023A	45	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Set up or operate various types of printing machines, such as offset, letterset, intaglio, or gravure presses or screen printers to produce print on paper or other materials.

Nature of Work

Printing machine operators prepare, operate, and maintain printing presses. Duties vary according to the type of press they operate. Printing machine Operators work with prepress technicians to identify and resolve any potential problems with a job, press operators prepare machines for printing. To prepare presses, operators install the printing plate with the images to be printed and adjust the pressure at which the machine prints. They then ink the presses, load paper, and adjust the press to the paper size. Operators ensure that paper and ink meet specifications, and adjust the flow of ink to the inking rollers accordingly. They then feed paper through the press cylinders and adjust feed and tension controls. While printing presses are running, press operators monitor their operation and keep the paper feeders well stocked. They make adjustments to manage ink distribution, speed, and temperature in the drying chamber, if the press has one. If paper tears or jams and the press stops, which can happen with some offset presses, operators quickly correct the problem to minimize downtime. Similarly, operators working with other high-speed presses constantly look for problems, and when necessary make quick corrections to avoid expensive losses of paper and ink. Throughout the run, operators must regularly pull sheets to check for any printing imperfections. Most printers have, or will soon have, presses with computers and sophisticated instruments to control press operations, making it possible to complete printing jobs in less time. With this equipment, press operators set up, monitor, and adjust the printing process on a control panel or computer monitor, which allows them to control the press electronically. In most shops, press operators also perform preventive maintenance. They oil and clean the presses and make minor repairs.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

PRINTING MACHINE OPERATORS

Basic

- Employees in this Role assist in printing and/or duplicating such as reviewing work orders, setting up machinery, monitoring paper, ink, pressure valve settings, photolithographic, bindery, or reproduction specifications.

Recommended Education and Experience for Full Performance

High School diploma or GED.

Minimum Qualifications

Eighth grade education.

Operational

- Employees in this Role independently operate a range of offset printing systems that vary in size, complexity, and speed.
- Employees perform a variety of tasks associated with printing, depending on the needs of the print shop.
- Employees may have duplicating, pre-press, or bindery duties associated with the project.
- Employees review work orders to determine job requirements; operate presses; and adjust controls for paper size, stock, paper feed, ink flow, ink/water balance, color registration and related variables; and employees may perform quality control and job costing functions.

Recommended Education and Experience for Full Performance

High School diploma or GED and one and a half (1.5) years of experience in operation of a press, prepress, camera, and/or duplicating production

Minimum Qualifications

High School diploma or GED and three (3) months of experience in operation of a press, prepress, camera, and/or duplicating production

Advanced

- Employees in this Role are responsible for printing operations of the most complex multi-head perfecting presses and/or the web continuous lead offset press.
- Employees provide training in safety, preventive maintenance, and production reports.
- Employees recommend new production methods to improve workflow patterns and work quality.
- Employees may be responsible for the entire operations of a print shop including photolithography, offset printing, bindery, and specialty duplication.

Recommended Education and Experience for Full Performance

High School diploma or GED and two (2) years of experience in operation of a press, prepress, camera, and/or duplicating production

Minimum Qualifications

High School diploma or GED and six (6) months of experience in operation of a press, prepress, camera, and/or duplicating production

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

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Knowledge

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Skills

Operation and Control — Controlling operations of equipment or systems.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Speaking — Talking to others to convey information effectively.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

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Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.