

The University of Akron
Classification Specification

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| Job Title: | Offset Prod Specialist II | Job Code: | 42612 |
| Job Function: | Staff | Grade: | 117 |
| Job Family: | Classified | FLSA: | Non-Exempt |
| SOC Description: | 2000 Finance / Accounting Division | Date: | 12/2006 |

Job Summary:

Operate printing press, envelope machine, large format press and produce high quality two and four color work. Oversee the printing operation in the absence of the printing supervisor.

Essential Functions:

55% Operate printing machines to produce high quality production jobs with minimal misprints.

15% Perform tasks related to cleaning, maintaining mechanical structure, water solutions, cleaning and maintaining paper supplies and keeping records.

10% Operate peripheral equipment such as plate maker, developers, exposure frames, cutters, binders, collators and binder equipment. May perform stripping, masking and cutting negatives.

10% Assist with supervising, training and overseeing the work of temporaries and student workers.

5% Responsible for overseeing department deadlines and deliverables.

5% Responsible for conducting quality checks and providing flawless production output.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience working in a printing production shop specializing in producing high quality four color work on a large format production printing press. Ability to meet deadlines and maintain printing press and related equipment. Effective communication and leadership skills required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.