CLASS TITLE: LEAD PRESSMAN

CHARACTERISTICS OF THE CLASS
Under general supervision, operates and maintains four-color printing presses 25 inches or larger, and performs related duties as required

ESSENTIAL DUTIES

- Operates and maintains large web or sheet-fed offset printing presses to print multi-color copy from lithographic plates
- Reviews work orders to determine quantity to printed, colors, paper stock and other specifications
- Measures plate thickness and inserts packing sheets on plate cylinder to build up plate to printing height
- Installs and locks plate into position to achieve appropriate pressure for printing
- Measures paper thickness and adjusts space between blanket and impression cylinders according to thickness of paper stock
- Applies packing sheets to blanket cylinder to build blanket thickness to diameter of plate cylinder
- Fills ink and dampening solution fountains and adjusts controls to regulate flow of ink
- Conducts preventative maintenance and performs routine repairs on printing presses and peripheral equipment
- Updates maintenance schedules in order to document regular maintenance and repair activities
- Provides technical assistance to staff in the operation of related printing equipment, as required
- May train technical staff in the adjustment and maintenance of printing presses and machinery

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
- Three years of work experience operating offset printing experience, or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications
- None

WORKING CONDITIONS
- General office environment
- Print shop environment
- Exposure to fumes and dust
EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Various printing presses (e.g., small offset, multi-color, large) and peripheral equipment
- High volume, high speed photocopiers

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 30 pounds) is required

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *HP printers, conventional presses and high volume, high speed photocopier equipment
- *applicable computer software packages
- graphic art design concepts

Knowledge of applicable City and department ordinances, policies, procedures, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
• INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision and depend mainly on oneself to get things done

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2014