

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

OFFSET PRESS OPERATOR

DOT CODE: 651.382-042 SVP 8

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate basic computer skills. (R, IN, S, T)
2. Can demonstrate ability to perform basic arithmetic operations, including computation of percentages, weights and measures. (IN, S)
3. Can demonstrate ability to work with precision as regards the attainment of set limits, tolerances, or standards. (R, IN, S, T)
4. Can demonstrate an understanding of the major printing processes, including offset lithography, gravure, flexography, screen printing and letterpress. (S, T)
5. Can demonstrate an understanding of plateless processes, including electronic, electrostatic, and ink-jet printing. (S, T)
6. Can demonstrate the ability to use computerized press monitoring equipment. (R, IN, S, T)
7. Can demonstrate appropriate operation of controls to start and stop printing presses. (R, S, T)
8. Can demonstrate proper procedure for installing and adjusting printing plates, including measuring plate thickness and inserting packing sheets on plate cylinder to build up plate to printing height. (R, S, T)
9. Can demonstrate proper technique for locking plates into position to achieve pressure required for printing. (R, S, T)
10. Can demonstrate proper techniques used for measuring paper thickness, and for adjusting space between blanket and impression cylinders according to thickness of paper stock. (R, IN, S, T)
11. Can demonstrate proper techniques used to fill ink and water fountains. (R, S, T)
12. Can demonstrate ability to start press and examine printed copy for ink density, position on paper, and registration. (R, IN, S, T)
13. Can demonstrate proper technique used to adjust controls to regulate the flow of ink and dampening solution to plate cylinder. (R, S, T)
14. Can demonstrate ability to make adjustments throughout production run to maintain specific registration and color density. (R, IN, S, T)
15. Can demonstrate ability to recognize the various paper and ink types and appropriate press settings to ensure compliance with specifications of printing jobs. (R, S, T)
16. Can demonstrate proper technique used to load paper into feeder, and to unload printed material from delivery mechanism. (R, S, T)
17. Can demonstrate proper techniques used to feed paper through the press cylinders, and to adjust feed and tension controls. (R, S, T)
18. Can demonstrate ability to monitor running presses and keep paper feeders well stocked. (R, IN, S, T)
19. Can demonstrate ability to make adjustments to correct uneven ink distribution, speed, and temperatures in the drying chambers. (R, S, T)
20. Can demonstrate proper technique for quickly and efficiently dislodging a paper jam. (R, S, T)
21. Can demonstrate proper techniques used to remove and clean printing plates, cylinders, ink fountains and rollers. (R, S, T)
22. Can demonstrate the ability to read and interpret job orders to determine quantity to be printed, stock specifications, colors, and special printing instructions. (IN, S)
23. Can demonstrate ability to perform preventive maintenance and minor repairs on printing machinery. (S, T)
24. Can demonstrate ability to accurately take customer orders for print jobs. (IN, I)

25. **Can demonstrate ability to use computerized cash register system to collect money for customer orders and make change. (R, S, T)**
26. **Can demonstrate knowledge of, and can inform customers about printing options, time and materials required for various printing procedures, and current prices. (IN, I)**
27. **Can demonstrate ability to serve customers and maintain courteous relationships with customers in person and by telephone. (IN, I)**
28. **Can demonstrate ability to work under stress to meet schedule deadlines. (R, I)**
29. **Can demonstrate understanding of industry-specific safety standards and emergency procedures. (R, IN, S, T)**