

NATIONAL CHECKING COMPANY
Job Duties

Job Title: **OFFSET WEB PRESS OPERATOR #2, #3, #8, #10, #13**
Location: 899 Montreal Circle
Department: Press

SUMMARY

Makes ready and operates multiunit, web-fed rotary press to print guest checks according to specifications by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Operates web press equipped with multiple units of clean and inked cylinders.
- Locks printing plates on printing cylinder and threads loose end of paper supply roll (web) through and around rollers to cut off knife.
- Reads work order to determine the specifications of jobs to be run.
- Stops, resets, and restarts machine when malfunctions occur.
- Adjusts compensators to guide paper over rollers and cylinders.
- Inspects printed rolls visually with a strobe light for registration on roll to roll equipment.
- Inspects printed sheets visually for registration on presses with sheeters.
- Inspects printed sheets for proper numbering on presses with sheeters.
- Rethreads paper through press if web breaks.
- Inspects printed material visually during production and readjusts controls to correct irregular ink distribution and faulty cuts.
- Replaces worn or damaged ink rolls, blankets, plates, fountain blades, bearings, punches, dies and fills ink wells.
- Keeps accurate daily production records.
- Maintains clean and neat work area.
- Performs routine maintenance.
- Mounts and sets numbering heads for proper sequential numbering.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly move more than 1200 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.