



Code: 6418

Family: Public Relations and Creative Arts
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Graphics and Reproduction

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 (3) years of work experience operating offset printing experience OR one (1) year of work experience as a Printer with the City of Chicago, 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
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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
January, 2022