



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting submissions for the position of

## **PRESSMAN**

**Salary:** \$58,000.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

**To Apply:** Please mail, deliver or email a resume, cover letter and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Submissions must be submitted or postmarked no later than Friday, June 26, 2015.**

### **General Statement of Duties:**

Responsible for the setup and operation of printing equipment such as offset printing, digital presses, desktop publishing, and bindery work. Use of digital printing machines and software programs to create materials per client request. Related work as required; performed under general supervision.

### **Typical tasks or assignments:**

General work as a print machine operator involved with the preparation, operation, and maintenance of printing presses. The operator might work on a traditionally based press or more advanced technologies, not requiring the use of plates. Occasionally perform general maintenance on machines as necessary. Create marketing pieces with computer graphics software, work with printing vendors and negotiate rates, review current designs and incorporate them into marking plan. Ability to create/print business cards, newsletters, posters, brochures, and advertisements.

- Machine setups, creating quality print products, general maintenance and clean up.
- Receive work assignments and communicate daily schedule with co-employees.
- Prepare each job in accordance to the job order and follow schedule to prioritize and complete workload.
- Follow and comply with all safety rules, work rules and regulations.
- Maintain a high level of production to assure consistent workflow of printing equipment.

### **Minimum qualification and skill requirements:**

- At least two years of progressively responsible experience operating printing presses and related machines.
- High School graduation or equivalent preferred.
- Working knowledge of standard printing practices and procedures.
- Capable of using computer software programs to produce publication ready materials.
- Any equivalent combination of education, training, and experience.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

**Please note: due to the anticipated volume of submissions received, we will only contact those applicants whose experience, background, and skills best match our requirements.**

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7103