

## **Escondido Union High School District Job Description**

Job Title:	Printing Equipment Operator
Employee Unit:	Classified Bargaining Unit
Job Family:	Administrative Support and Related Classes
Salary Level:	27
FLSA Status:	Nonexempt
Approved By:	Board of Education
Approved Date:	June 17, 2014

### **NATURE OF WORK**

Sets up and operates machines to print text or designs on materials and produces a broad spectrum of graphic materials in the District Print Shop by performing the following duties:

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

Prepares job orders and estimates costs.

Maintains online 'Storefront' billing system.

Completes work orders for small to very large printing jobs from camera ready copy, adhering closely to due dates and assuring quality product.

Operates and maintains the print shop equipment on a daily basis including but not limited to: Digital Duplicator, Digital Color copier, High volume copier, Xerox ASF 100 automatic stapler, folder and trimmer, Power paper cutter, Suction pile folding machine, Fastback tape binding machine, Small bindery machines, including drill, plastic binders, stitcher, numbering, padding and round cornering machines.

Monitors progress of job order throughout production, confers with personnel, maintains stock and orders supplies and materials, alters production schedule and job order to expedite timely processing of jobs in accordance with customers' requirements and company standards.

Calculates resource estimates for the purpose of itemizing printing cost and establish workload priorities.

Prepares printing jobs for the purpose of packaging jobs for distribution.

Prepares or assist in the preparation of print shop billing reports pertaining to the monthly print shop activity.

Operates computer typesetting equipment and digital printing equipment. Performs minor and preventative machine maintenance.

Work is self-directed; directs work flow of other employees and students.

### **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) with training or education in graphic arts and operation of duplicating and printing equipment; or a minimum of two years experience in graphic arts or printing equipment operation; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Drivers License

### **KNOWLEDGE OF:**

Computer applications including Microsoft Word, Excel, and GroupWise; Adobe Illustrator, Adobe Photoshop, Adobe InDesign

Computer scripting languages

Methods, practices, processes, equipment, terminology and procedures used in the production of printed and graphic materials.

Print shop operation, methods, practices and procedures.

Operation, use, minor repair and maintenance of printing and related equipment used in assigned area of the Print shop.

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

modern office practices and procedures; record-keeping techniques.

### **ABILITY TO:**

Read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; write routine reports and correspondence; follow oral and written directions; communicate effectively with customers or employees of the district; add and subtract two digit numbers and to multiply and divide with 10's and 100's; perform these operations using units of American money and weight measurement, volume, and distance; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to operate sophisticated printing and duplicating equipment. Ability to operate computer, specifically typesetting programs. Ability to safely operate cutting, binding and folding equipment.

Must be proficient in operating high speed digital printing equipment; must be proficient in page layout and design.

### **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; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and climb or balance. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 regularly works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

**COMMENTS**

As a representative of the Escondido Union High School District, this individual is expected to present a professional appearance and demonstrate a commitment to quality workmanship. As a member of the Printing Services team, the person assigned to this position must demonstrate an ability and willingness to provide friendly, courteous service to customers from the community, school sites and District Service Center, and to work cooperatively with co-workers.