

**HILLSBORO SCHOOL DISTRICT
JOB DESCRIPTION
Print Shop Operator 2**

IMMEDIATE SUPERVISOR: Supervisor of Print Shop

GENERAL DUTIES

Operate all technology and machinery in a central printing department providing a variety of reproduction services to schools and departments within the School District.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. A minimum of two years experience in an enterprise print production facility
- C. Thorough knowledge of enterprise print operations, including enterprise digital submission systems, reproduction systems, billing systems, and general print shop techniques.
- D. Demonstrated proficiency operating and managing digital submission, reproduction, and billing systems including but not limited to Xerox FreeFlow Web Services, Output Manager, Process Manager, and Makeready.
- E. Demonstrated proficiency operating and managing workstation computers, related applications and hardware in an enterprise digital print shop environment. Workstation applications include but are not limited to Adobe Acrobat, Adobe Creative Suite, and Microsoft Office.
- F. Demonstrated proficiency operating and managing on demand digital printing systems.
- G. Basic understanding of the methods used in classroom instruction
- H. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- I. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron
- J. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Cultivate and model a respectful working and learning environment
- B. Operate and manage digital print submission, reproduction, and billing systems in an enterprise print shop environment including but not limited to Xerox FreeFlow Web Services, Output Manager, Process Manager, and Makeready
- C. Operate and manage related workstation applications and hardware in an enterprise print shop environment including but not limited to Adobe Acrobat, Adobe Creative Suite, and Microsoft Office.
- D. Managing black and white or color documents, control over document delivery workflow including scripting to enable tighter integration and customized workflow including managing intelligent job routing and scheduling.
- E. Operate standard enterprise print shop equipment including but not limited to offset press, collators, cutters, drills, folders, and binders.

- F. Perform maintenance, care and cleaning of equipment in the print shop
- G. Maintain inventory of supplies and materials
- H. Maintain records for all charges, billings, and accounts payable and receivable
- I. Advise users in the design, production and duplication of materials
- J. Ability to work cooperatively with all staff with a high degree of customer service

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting			X	X	
Stationary Standing					X
Walking (level surface)					X
Walking (uneven surface)		X			
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)					X
Twisting (knees/waist/neck)					X
Turn/pivot					X
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead					X
Reaching extension					X
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing					X
Fine manipulation					X
Using foot control			X		
*Pushing/Pulling Maximum weight: 50 lbs.				X	
*Lifting/Carrying Maximum weight: 50 lbs.				X	

*Identify items typically moved: paper, print jobs, folder machine, hand trucks, carts, recycle containers, paper boxes (cases)

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Maintenance and Trades Pay Schedule
Pay Grade: E
Last Revised: August 2011