

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: HIGH VOLUME COPIER OPERATOR – PRINT SHOP

GENERAL STATEMENT OF JOB

Under general supervision, performs high volume digital copier work for the district. This work also involves running and maintaining print related machines. Employee must exercise considerable tact and courtesy in frequent contact with School District employees at various levels. Employee reports to the Print Shop supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs printing services as requested for the School District; this includes, computer aided high speed digital copying, wide format printing, digital duplicator operation, offset press work, binding, cutting, stapling, collating, folding and other Print Shop duties.

Assumes the responsibility over high volume digital printers and copiers.

Computer operation and specific knowledge related to desktop based document submissions.

Maintains needed electronic files and related documentation.

Schedules daily and weekly workload, ensuring priority processing for regularly scheduled jobs.

Adheres to maintenance schedules and performs routine maintenance on Print Shop equipment.

ADDITIONAL JOB FUNCTIONS

Attends workshops, seminars, etc. to continuously update knowledge of printing.

Cross trains in various Print Shop duties and responsibilities.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, supplemented by vocational training in printing operations and computer aided printing, with 1 to 2 years experience in print shop operations; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

HIGH VOLUME COPIER OPERATOR – PRINT SHOP

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of manual and automated office machines including computers, scanners, copiers, collators, printing presses, bindery equipment, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical requirements are consistent with those for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, forms, invoices, requisitions, etc. Requires the ability to prepare correspondence, logs, requisitions, etc., using prescribed format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including graphic arts terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using print shop equipment.

Manual Dexterity: Requires the ability to handle a variety of items including Print Shop equipment. Must have minimal levels of eye/hand/foot coordination.

HIGH VOLUME COPIER OPERATOR – PRINT SHOP

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of high volume digital printers and copiers.

Considerable knowledge of computer based document submissions software associated with digital copiers.

Considerable knowledge of the set up, operation and operator maintenance of a variety of printing equipment, with an emphasis on high volume digital copiers.

General knowledge of basic computer skills.

General knowledge of how to maintain and perform simple repairs on printing machinery and equipment.

General knowledge of printing materials such as paper stocks, finishes and weights.

General knowledge of safety and health procedures related to working in a Print Shop.

General knowledge of current literature and developments in the field of printing.

Ability to work multiple task in a fast pace environment.

Ability to develop and follow a work schedule.

Ability to work independently and without direct supervision.

Ability to work under pressure and meet deadlines.

Ability to maintain a high level of production quality.

HIGH VOLUME COPIER OPERATOR – PRINT SHOP

Ability to perform basic math functions.

Ability to understand and follow oral and written instructions.

Ability to exercise tact, courtesy and firmness in frequent contact with vendors and school personnel.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to perform physical labor required by work assignments.

Ability to operate such equipment as hand trucks and fork lifts.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.