

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PRINT SHOP OPERATOR

POSITION: Print Shop Operator

REPORTS TO: Director of Operations

LOCATION: Division of Supporting Services

NATURE OF WORK:

This position entails technical work in the operation of the Print Shop to provide centralized duplicating services to the school system. Work is performed independently within the established policies, procedures, and technical guidelines, under the direction of the Director of Operations.

ESSENTIAL FUNCTIONS:

- Operates a variety of duplicating equipment in reproducing forms, reports, bulletins, newsletters, books, and other materials while maintaining project deadline and delivery schedule requirements;
- Coordinates production to ensure timely turnaround for printing jobs, including scheduling of delivery of completed projects;
- Oversees duplicating machine operations including methods used in making masters, setups, adding solutions, cleaning, adjusting, and minor repairs to equipment;
- Maintains supply inventories, in accordance with safety regulations, records of operation, and calculates per job supply consumption totals;
- Maintains files and records of printing requests, stocks supplies in accordance with safety regulations, and equipment;
- Lifts up to 65 lbs. of print shop paper and supplies during and in preparation of printing jobs; and
- Maintains good attendance record, with variation in time worked, as a part of the job responsibility.

DUTIES AND RESPONSIBILITIES:

- To maintain a working knowledge of the operating principles of duplicating equipment, and of hazards and precautionary measures appropriate to work;
- To maintain a working knowledge of paper usage, binding and other supplies used in duplicating work;
- To maintain a working knowledge of the varieties of printing equipment, methods of production, and the sources of printing;
- To comply with all safety rules and regulations in relation to the trade;
- To maintain records of all shop work performed;
- To follow detailed written and oral instructions and maintain deadlines;
- To facilitate and follow through with any print job that is outsourced;
- Operates duplicating, collating, and binding equipment in a safe and orderly fashion;
- Trains other staff in the operation of print shop equipment;
- Operates collators, cutters, stitchers, stackers, drill press and other related equipment;
- Cleans and makes minor repairs and adjustments to print shop machines and maintains them in good working order;
- Binds forms, reports, and similar items by use of machine binding tape, staples or GBC binding;
- Prepares paper and supply consumption totals for printing jobs; and
- Performs other duties as assigned.

QUALIFICATIONS:

High school diploma or general education (GED); two years of experience in the operation of duplicating and related equipment; or any combination of experience and training that would provide the above-referenced knowledge, abilities and skills.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 20.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP