

JOB TITLE	DEPARTMENT	REPORTS TO
Digital Press Operator	Communications	Publications Manager/Chief Communications Officer

Position No: 77631	Length of Work Year: 12 Months
Salary Schedule: C29	Date Approved: 11/20/18
FSLA: Non-exempt	Date Revised: 1/28/19

JOB GOAL
To operate the printing equipment needed to supply the District with printed materials as requested.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Provide evidence of 2 years of experience as a digital printer or 2 years of experience running print production equipment. 3. Ability to operate and troubleshoot multiple digital presses controlled via computer. 4. Ability to navigate through multiple computer screens quickly and efficiently. 5. Accurately interpret, document, and communicate diagnostic feedback from equipment and act upon information to resolve production, maintenance and repair issues. 6. Have working knowledge of printing and technical vocabulary. 7. Demonstrate attributes of positive customer service. 8. Ability to focus on details, read and understand job tickets, and accurately complete paperwork. 9. Demonstrate dependable, professional and courteous work habits. 10. Function as a synergistic, collaborative team member. 11. Participate in process improvement exercises. 12. Utilize organizational and problem-solving skills in a fast-paced environment with little or no supervision. 13. Ability to perform the functions of the position. 14. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To operate the following equipment and participate in on-going training opportunities as needed: <ol style="list-style-type: none"> a. Xerox Color and Monochrome Digital Presses b. Wide Format Printers c. Stapler/Stitcher d. Pallet Jack 2. To assist with the operation of the following equipment, and participate in training opportunities as needed: <ol style="list-style-type: none"> a. Collator and Booklet Maker b. Digital Cutter, Folder, Stapler, Drill Press, Padding Press c. GBC Punch and GBC Binder and Coil Inserter d. To instruct and assist new printer employees in the use of the above 3. To review and complete all instructions on job tickets, and log status of job in Print Shop Pro. 4. To perform basic maintenance and adjustment of digital printers. 5. To maintain a clean a safe work area. 6. To replace ink, paper, toner, labels, and additional printing materials as needed.

7. To run various types of stock in various sizes and weights.
8. To perform assigned tasks in a timely and efficient manner with a high standard of quality.
9. To perform other duties as assigned by the Publications Manager.

The Publications Center believes in a collaborative and cross-trained workforce and encourages all employees to learn all facets of production. This role will have the ability to learn and train on operational functions throughout the Publications Center.

PHYSICAL DEMAND CLASS:

Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less; Infrequent lifting and carrying of objects weighing 35-70 pounds; Continuous walking and/or standing is required to carry out duties; Infrequent walking at fast pace and/or running may be required.

For the Position of: **DIGITAL PRESS OPERATOR / BINDERY SPECIALIST**
PDC Level: HEAVY

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

Job Specific Task I

Task Simulated: Lifting/Handling Larger Materials

Equipment Used: NIOSH box weighted to 60 lbs., shelf at 36-inch height

Description of Task Simulation 1:

Candidate will demonstrate the ability to lift the 60 lb. box from the floor with their choice of grip to place it on the 36-inch height shelf to return it to the starting point. This is to be done for two (2) repetitions in a smooth controlled manner.

Job Specific Task II

Task simulated: Lifting/Carrying/Sorting Items

Equipment Used: 3 boxes, weighted to 10, 20, and 35 lbs., shelves at 6, 48, and 72-inch heights

Description of Task Simulation 2:

Candidate will demonstrate the ability to lift each box from the 6-inch shelf with their choice of grip, carry it for 5-feet to then place it on the 48-inch shelf to then return them each to the start point. They will then lift the 10 lb. box again from the 6-in shelf to place it on to the 72-inch shelf to then return it to the start point. This series is to be done for three (3) repetitions in a smooth, controlled manner.

****NOTE: Candidate may use stepstool or ladder if needed for shelf access**

Job Specific Task III

Task Simulated: Push/Pull of loaded pallets

Equipment Used: Sled weighted for 50 lbs. /force or Force gauge

Description of Task Simulation 3:

Candidate will demonstrate ability to push then pull a weighted sled with 50 lbs. resistance with hands at self-selected height for 25-feet, one repetition for each direction. If a sled is unavailable, the candidate, using a force gauge w/ handles at self-selected height to generate peak force of 50 lbs. for pushing and pulling for 1 repetition for each direction.

Job Specific Task IV

Task Simulated: Climbing

Equipment Used: Stepladder

Description of Task Simulation 4:

Using available handholds, the candidate will demonstrate ability to climb up/down from the floor to the 3rd of 4th rung to complete a total of 12 rungs. This is to be done for one (1) repetition in a smooth controlled manner.