

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Title** \_\_\_\_\_ Printer Trainee, Printing Services

**Supervisor's Title** \_\_\_\_\_ Manager, Printing Services

**Date Prepared** \_\_\_\_\_ 3/99    **Date Reviewed** \_\_\_\_\_    **Date Reviewed** \_\_\_\_\_

**Employee/Incumbent Review** \_\_\_\_\_ **Immediate Supervisor Review** \_\_\_\_\_ **GCEA Review** \_\_\_\_\_

**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl** \_\_\_\_\_

**Location** \_\_\_\_\_ **Lane** \_\_\_\_\_

**Implementation Date** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

**Job Summary**

The Printer Trainee performs work designed to prepare the individual through instruction and experience, for mastery of a specific craft or responsibility in the printing industry.

**Essential Functions**

1. Under the direction of a district printer, operates printing equipment, (offset press, printing press, cameras, etc.), and uses materials.
2. Performs various printing related tasks, (camera work, paste up, negative stripping, folding stapling, cutting, collating, etc.).
3. Cleans work area and machinery and delivers finished printing jobs.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge, Skill and Ability**

The Printer Trainee must able to use office supplies, machine tools and equipment, cleaning supplies, telephone, automobile, a mimeograph, ditto machine, etc.

**Minimum Entrance Requirements for Training**

High school diploma or equivalent.

**Required Entrance Requirements for Prior Experience**

6 months job related experience with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

**Decision Making Authority**

The Printer Trainee has a fair amount of responsibility for materials, equipment, etc., and is held accountable for performance of work in area of responsibility. The normal safety practices must be practiced to prevent accidents or injury to themselves and others.

**Interaction with Others (Non-Supervisory)**

N/A

**Supervision**

N/A

**Working Environment**

Works regularly under poorer than average working conditions, being exposed to noise and stagnant air. The flow of work is steady with some pressure to complete work tasks with some interruptions.

**Physical Demand Characteristics**

Handles lightweight material, occasional moving of heavier objects. Most not weighing more than 75 lbs.