



### **Minimum Entrance Requirement for Training**

Requires a high school diploma or equivalent.

### **Minimum Entrance Requirement for Prior Experience**

One year 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**

Prioritizes own work schedule. Automated equipment used is highly complex. Must be able to determine when service technician should be called and should be able to make minor adjustments. Service order must be discussed with user to adapt expectations to ability of equipment and skill of operator calling for problem solving and interpersonal skill. Must care for complex machinery in such a manner that the district investment is maximized in terms of repair charges and infrequent downtime. Must monitor and keep in inventory sufficient supplies to meet service demands. Orders some supplies.

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

Works with teachers, secretaries, principals, repairmen, and other district personnel.

### **Supervision**

Supervises student helpers and others involved in the printing process.

### **Working Environment**

Works in a press room environment. Exposed to noise, odors, harsh cleaners, solvents, and some exposure to machinery and chemicals. Must move boxes of paper and supplies to put on shelves or use in the machines. Required repetitive light moving (floor to waist) and manipulation of paper including, but not limited to, loading paper reams, shake down, and staking. Pressure to meet deadlines varies with orders and rush work occurs on a regular basis. Work requires a high degree of concentration and a good memory.

### **Physical Demand Characteristics**

Job entails frequent handling of lightweight materials with some heavier lifting and moving up to 75 pounds. Must stand continually during work day.