

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

**Title**  District Printer, Printing Services

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

**Date Prepared**  3/97 **Date Reviewed**  3/99 **Date Reviewed**

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

**Dept Aprvl**   **HRM Aprvl**   **Superintendent Aprvl**

**Location**   **Lane**

**Implementation Date**   **ADA Review**

**Job Summary**

Operates and maintains a variety of printing and finishing equipment in Printing Services. Facilitates the preparation of jobs to be printed including doing paste-ups, camera work, stripping of negatives, and burning of offset plates. Inspects jobs prior to printing. Schedules, completes and delivers finished products.

**Essential Functions**

1. Operates printing equipment (offset press, printing press, cameras, etc.) and use 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. Inspects work to go on presses and job to be completed.
4. Directs work of apprentices.
5. Works with Printing Services Manger in laying out jobs and performs other duties as assigned.
6. Performs minor and/or major maintenance of machinery when necessary.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Minimum Entrance Requirements for Training**

High school diploma or equivalent experience. Completion of the district one year training program. Must be able to demonstrate skill as a type setter and must also be skilled in

cleaning and servicing printing machinery. Must have grammatical skills as far as proofreading, skills in using records, hand tools, cleaning supplies, calculator, small power tools, proofing of negatives, plates, and artwork.

### **Minimum Entrance Requirements for Prior Experience**

Four years experience of 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**

Authorized and responsible for the use of equipment, tools, materials, etc., being used by him/her or apprentices under his/her supervision. Some responsibility for the safety of co-workers. This job requires some public relations responsibility.

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

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

### **Supervision**

May supervises others in production of product but is more involved with training than actual supervision of work performed.

### **Working Environment**

Works under conditions requiring the sacrifice of personal comfort. He/she is subject to noise, dirt, fumes, and fumes and works around potentially dangerous automated equipment. The job entails a variety of tasks making up a steady work flow. Some pressures for task completion with some interruptions. May work before or after hours when needed.

### **Physical Demand Characteristics**

Frequent handling of lightweight materials. Occasional handling of heavy objects weighing up to 75 pounds.