

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Printer	
<i>Supervisor:</i> Executive Director of Communications, Development, & Engagement	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 8

**Job Summary**

The primary job responsibility of the printer is to meet the school district's reprographic production needs. Plans, organizes, and assists with all print shop and copy room activities. The position is also responsible for operating Mac and PC-based computers, copy machine equipment, offset presses, and completing bindery work according to project specifications. Provides job cost estimates as well as final end-user billing and will help create and maintain efficiency throughout the entire production process while timely meeting user needs.

**Essential Job Functions**

Assists in managing the print shop and copy room operations. Informs users of document layout, design and electronic transmission preferences and related information to accomplish desired results.

Verifies the preparedness of a received document, including fonts, color, size, proper margins, pagination, etc. Screens jobs for compliance with standard USPS mail requirements.

Helps plan production workflow and select the most efficient production method for each project.

Uses computers, scanners, Adobe InDesign, Xerox Free Flow and other appropriate Apple or PC software to execute design, layout, typesetting, and platemaking to meet output requirements for production on both presses and copiers.

Acquires and prepares the correct stock and set-up and operate the copier or offset press to print the project.

Completes bindery work (including paper cutting, collating, folding, booklet-making, trimming, perforating, numbering etc.).

Expedites packaging and shipping of completed jobs for delivery to end-users.

Helps coordinate the print shop's computer capabilities and operating environment with schools, administrative center departments and external source environments to ensure software compatibility and file transfer efficiencies.

Configures, operates, monitors, and performs preventative maintenance of copy room and print shop equipment on a routine basis.

Diagnoses and troubleshoots print shop equipment, including reacting to unusual noises or indicator lights, minor repairs and adjustments, and required cleaning.

Orders and maintains adequate inventories of supplies for print shop services.

Takes steps to repair or replace defective or malfunctioning equipment in order to minimize production downtime.

Maintains organized filing system of computer files, originals, negatives and plates, price quotes and invoices.

Determines job estimates, calculates costs, and bills accordingly.

Provides print shop reports for billing to the accounting department.

Assists in evaluating the quality and value of new software and equipment.

Trains and assists others in print shop operations as needed.

### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

### **Equipment Used**

Macintosh Operating System, PageMaker, InDesign, Photoshop and Pit Stop. Flatbed scanner, Mitsubishi Silver Digiplate SDP-Eco 1630, Hamada 600, Hamada 660, Hamada DU34II, SU47S, Riso RP-3700, Standard Horizon SpeedVAC Collating and Saddlestitching System, Rhino-tuff HD 6500 Binder & OD 4300 Punch, Challenge 30.5 paper cutter, Challenge paper drill, Challenge paper jogger, Standard Horizon PF-P330 folder, Interlake model "A" stitcher, Rollem Champion 990, Theimer platemaker and plate developing sink, Heidelberg windmill.

### **Independent Decisions**

Make all decisions regarding production techniques and procedures. Set print shop guidelines.

### **Primary Working Contacts**

Frequent contact with administrative departments, schools, academic staff, vendors, and the public. Occasional contact with students.

### **Responsibility for Cash. Equipment. Safety**

Ensures visitors, students and others are aware of safety precautions to be observed when dealing with unfamiliar equipment.

### **Supervision Received and Exercised**

None given; receives oral and written direction from the executive director of communications, development, & engagement. Daily minor and occasional major problems must be resolved through independent initiative with little immediate supervision.

### **Unusual Working Conditions**

Environment consists of general office, copy room and print shop space with continuous equipment noise somewhat higher than normal which may require the use of earplugs. Strict safety practices required due to use of power cutting equipment, presses and hazardous chemicals. Requires sustained periods of lifting, pushing or pulling 35-50 lbs.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing 35-50 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or equivalent.
2. Requires a high degree of organizational and proof reading skills in English.
3. Attention to detail, and self-motivation.
4. Demonstrated skill in maintaining effective working relationships and providing exceptional customer service.
5. Knowledge of the Macintosh Operating System, PC based computer systems, Xerox Free-Flow copy machine software, Adobe Acrobat, working with PDF files, Pit Stop (or similar PDF editing software).
6. Typesetting, design and layout software including PageMaker, InDesign, Photoshop and the process of exporting files to create Mitsubishi Silver Digiplate SDP-Eco 1630 offset press plates.
7. Familiarity with line and half tone photography, stripping, and metal plate making.
8. Ability to function as a team with many co-workers.
9. Ability to complete tasks within specific time frames and resolve problems.
10. Ability to operate, clean and maintain the copy machines, Hamada 600, Hamada 660, Hamada DU34II and Hamada SU47S offset presses and bindery equipment including the Standard Horizon SpeedVAC Collating and Saddlestitching System, a Heidelberg windmill and various paper cutters, punches, drills and other necessary equipment.

The following are preferred:

1. None

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**