

**Job Title:** Printer

**Wage/Hour Status:** Hourly

**Reports to:** Foreman

**Pay Grade:** 404

**Dept./School:** Print Shop

**Date Revised:** September 26, 2023

**Primary Purpose**

Print and bind materials submitted to the Print Shop.

**Qualifications**

**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher educación

**Special Knowledge/Skills**

- Proficient in communicating effectively
- Proficient in proofreading
- Knowledge of color processing

**Experience**

Two (2) years technical training  
Five (5) years' experience as a printer

**Major Responsibilities and Duties**

1. Operate printing presses and bindery equipment located in the Print Shop.
2. Proofread and inspect jobs.
3. Provide care and maintenance on Print Shop equipment.
4. Deliver completed assignments to the designated department and contact.
5. Perform inventory checks to ensure that printing materials are available and notify appropriate personnel of low inventories.
6. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Offset duplicating machine and components, copier, fax, LAN Computer, Printer.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; frequent prolonged and irregular hour. Frequent standing, bending, reaching, climbing, heavy lifting, walking, stooping, kneeling, repetitive hand motions. Must be able to lift up to 50 pounds. Exposure to hazardous chemicals. Work around equipment with constantly moving mechanical parts.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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