

# JOB DESCRIPTION

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**Job Title** Printer  
**Reports to** Foreman  
**Dept/School** Print Shop

**Job Title Code** 592170  
**Wage/Hour Status** Non-Exempt  
**Pay Grade** 404  
**Date Revised** June 6, 2025

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## Primary Purpose

Print and bind materials submitted to the Print Shop

## Education/Certification

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

## Special Knowledge/Skills

- Proficient in communicating effectively
- Proficient in proofreading

## Experience

- Two (2) years handling printed materials
- Five (5) years in a printing environment

## Major Responsibilities and Duties

1. 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 campuses.
5. Perform inventory checks to ensure that printing materials are available and notify appropriate personnel of low inventory.
6. Perform other duties as assigned by supervisor.

## Supervisory Responsibilities

None

## Equipment Used

Laminated and finishing bindery equipment

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, frequent prolonged and irregular hours. 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

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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.



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Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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

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

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