

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Graphic Arts Machine Operator I

(FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. High school graduate; Vo-Tech or Commercial Printing experience preferred; have some machine experience and/or aptitude for machine operation.

REPORTS TO: Supervisor of Graphic Arts

JOB SUMMARY: A trainee position involving the operation of various printing and duplicating equipment under the close supervision of the Supervisor of Graphic Arts or his designee.

ESSENTIAL JOB FUNCTIONS:

1. Operates camera or master makers, collator, duplicators, folders, drills, paper cutter and copiers.
2. Sets up offset printing equipment, adjusts margins, feeds paper into duplicators, checks ink and water supply and roller pressures.
3. Selects and secures paper for jobs
- A. Cuts paper to size and places in proper feed position
- B. Arranges according to proper procedure on instructions from immediate supervisor.
4. Cleans, oils, performs routine maintenance, and makes minor repairs to equipment.
5. Assembles, pads, and binds duplicated materials.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires lengthy standing during most of the work shift.
3. Must tolerate frequent periods of walking and occasional sitting.
4. Must be able to lift fifty lbs. of paper and transport materials and supplies on a hand truck.
5. Must be able to bend and stoop in performing job duties.
6. Must be able to load and unload offset duplicators, copiers, and other graphic arts machinery and equipment
7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as operating controls, retrieving books and manuals, picking up objects, boxing items, stacking, and sorting.
8. Must handle numerous duties with both hands and fingers including fine motor skills and grasping.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned by the Supervisor of Graphic Arts or his designee.

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)