

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Graphic Arts Machine Operator II

(FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien.
2. High school graduate; Two (2) years Commercial or In-Plant printing experience preferred. Ability to strip negatives and makes plates from 1 to 4 colors. Have some knowledge of layout work. Ability to assist people in a professional manner.

REPORTS TO: Supervisor of Graphic Arts

ESSENTIAL JOB FUNCTIONS: A skill oriented job at an intermediate level involving responsibility for independently performing duplication processes.

ESSENTIAL JOB FUNCTIONS:

1. Performs a variety of tasks in the operation of offset printing and related equipment, including camera, platemaking, copying and bindery equipment.
2. Reproduces copy in several colors and tones requiring careful adjustment of equipment to secure accurate blends.
3. Acts as operator, supervising operators of lower classification under the direction of the Supervisor of Graphic Arts or his designee.
4. Receives assignments from the Supervisor of Graphic Arts and is required to independently carry out this work to completion in accordance with standard practices of the printing department.
5. Cleans, oils, performs routine maintenance and makes minor repairs to duplicating equipment and bindery equipment.
6. Assembles pads, cuts, and binds duplicated materials.
7. Operates all machines as needed and/or required to complete needed workload.

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, pallet jack or forklift.
5. Must be able to bend and stoop in performing job duties.
6. Must be able to load and unload offset duplicators, copies, 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 duplicated materials, 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)