

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Print Shop Specialist
Date Prepared or Last Modified: January 23, 2013, Reviewed December 2021
Work Year: 12 Months / 260 Days
Department: Print Shop
Reports To: Facilities Supervisor
Grade: W

SUMMARY Perform technical activities related to the operation of the print shop such as scheduling, printing, repairing, and performing maintenance. Responsible for overall operation of the print shop.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

D 35% Operate all equipment, including presses, binder, folders, postage equipment, etc., to complete printing orders and mailings.

D 25% Meet/talk with users of print shop services in and out of the district. Assess customer orders, develop specifications for work review, and prioritize work requests.

D 10% Maintain inventory of supplies and materials and order supplies as necessary.

D 10% Maintain records of completed work and invoice customers for completed work.

D 5% Supervise other print shop employees, assign and evaluate work, provide training, provide input into hiring, and handle disciplinary issues and termination.

D 5% Implement maintenance on equipment and perform emergency repairs on all print shop equipment.

D 4% Clean work areas and equipment and maintain a safe work environment.

M 2% Establish budget for print shop operations and monitor print shop performance relative to the budget.

Ongoing 4 % Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma, completion of G.E.D or equivalent.

EXPERIENCE Over two years' experience in use of print shop equipment, including a minimum of one year of customer service experience and maintaining financial records.

SKILLS, KNOWLEDGE, & EQUIPMENT: Intermediate oral and written communication, English language, interpersonal relations, and intermediate critical thinking and problem solving skills. Advanced basic math and accounting skills, personal computer, keyboarding and word processing skills, customer service and public relations skills, and advanced organization skills. Ability to manage confidentiality in all aspects of a job, manage multiple priorities, and the ability to diffuse and manage volatile and stressful situations. Operating knowledge of and experience with copier, binder, folder and computers and software.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license.

SUPERVISION/TECHNICAL RESPONSIBILITY: No Supervisory Responsibility.

The physical demands, work environment factors, and mental functions described below are representative of those that must

be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to walk; sit; and reach with hands and arms. The employee frequently is required to stand; use hands to finger, handle or feel; talk and hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; taste and smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move more than 50 pounds with assistance. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock and vibrations. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: Regularly required to compare, copy, coordinate, compute, synthesize, evaluate, compile and negotiate. Frequently required to analyze, communicate, copy, coordinate, and use interpersonal skills. Occasionally required to instruct.