



# SERVICE WORKER

## PRINTER SPECIALIST

### JOB DESCRIPTION

**JOB TITLE:** Service Worker - Printer Specialist  
**REPORTS TO:** Director of Nutrition  
**LOCATION:** Education Support Services

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** CLS-13  
**DAYS:** 215  
**JOB ID & DATE:** CLS-19, October 2023

---

### **JOB PURPOSE SUMMARY**

The Printer Specialist is responsible for operating, maintaining, and optimizing various printing and copying equipment, ensuring the efficient production of educational materials and documents. This role plays a crucial part in supporting the district's communication and educational objectives.

### **REQUIREMENTS**

#### Education Level Details

High School Diploma or GED  
Completion of vocational or technical training related to printing and copy machine operations

#### License / Certification Required

Valid Colorado Driver's license

#### Work Experience Required

Prior experience in a print shop or copy center is preferred.  
Familiarity with various types of printing and copying equipment.  
Graphic Design experience preferred

#### Other Skills and Abilities Required

Proficiency in operating and troubleshooting digital printers, copiers, and related equipment.  
Knowledge of paper types, binding methods, and finishing options.  
Strong organizational and time management skills.  
Effective communication skills for interaction with school staff and clients.

### **KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Essential Duties

- Operate digital printers, copiers, and other print-related equipment to produce high-quality materials for instructional and administrative purposes.
- Maintain and troubleshoot printing and copying equipment, coordinating repairs or service as necessary to minimize downtime.
- Review and confirm job requests, ensuring accurate specifications and adherence to quality standards.

- Collaborate with school staff and clients to determine print job requirements, provide cost estimates, and make recommendations for efficient and cost-effective printing solutions.
- Manage inventory of printing supplies, including paper, toner, ink, and binding materials, and reorder as needed.
- Coordinate finishing options, such as binding, stapling, and laminating, to meet specific project requirements.
- Ensure the confidentiality and security of sensitive or confidential materials during the printing and copying process.
- Perform routine maintenance on printing and copying equipment, including cleaning, calibrating, and replacing consumables.
- Assist in the setup and operation of large printing or copying projects, such as banners, posters, and large-format materials.

Other

- Perform other job-related duties as assigned

**SUPERVISORY RESPONSIBILITIES**

n/a

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee may be required to stand, sit, use a computer, and perform tasks that involve typing and handling materials. The employee must lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the Printer Specialist will work primarily in a school district copy shop environment. The employee may be required to work evenings or weekends to meet project deadlines and provide support as needed.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute, and negotiate, with a focus on ensuring high-quality and timely printing services to support the educational mission of the school district

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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