

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PRINT SHOP OPERATOR

POSITION: Print Shop Operator

REPORTS TO: Director of Operations

LOCATION: Division of Supporting Services

NATURE OF WORK:

This position entails technical work in the operation of the Print Shop to provide centralized duplicating services to the school system. Work is performed independently within the established policies, procedures, and technical guidelines, under the direction of the Director of Operations.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Understand and maintain confidentiality
- Uses technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to lift up to 65 lbs.
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess knowledge of the varieties of printing equipment, methods of production, and sources of printing
- Possess knowledge of paper usage, binding and other supplies used in duplicating work
- Possess knowledge of safety rules on various printing equipment

DUTIES AND RESPONSIBILITIES:

- Complies with all safety rules and regulations in relation to the trade
- Follows detailed written and oral instructions and maintains deadlines
- Facilitates and follows through with any print job that is outsourced
- Trains other staff in the operation of print shop equipment
- Operates collators, cutters, stitchers, stackers, drill press and other related equipment
- Cleans and makes minor repairs and adjustments to print shop machines and maintains them in good working order
- Operates a variety of duplicating equipment in reproducing forms, reports, bulletins, newsletters, books, and other materials while maintaining project deadline and delivery schedule requirements
- Coordinates production to ensure timely turnaround for printing jobs, including scheduling of delivery of completed projects
- Oversees duplicating machine operations including methods used in making masters, setups, adding solutions, cleaning, adjusting, and minor repairs to equipment

- Maintains supply inventories, in accordance with safety regulations, records of operation, and calculates per job supply consumption totals
- Maintains files and records of printing requests, stocks supplies in accordance with safety regulations, and equipment
- Binds forms, reports, and similar items by use of machine binding tape, staples, or GBC binding
- Prepares paper and supply consumption totals for printing jobs
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Two (2) years of experience in the operation of duplicating and related equipment

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 21.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024