

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Copier Systems Operator	REPORTS TO:	Graphics Services Supervisor
DEPARTMENT:	Graphics	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-29/CSEA 125 Salary Schedule

(Former Classification: Offset Press Operator I)

BASIC FUNCTION:

Under general direction of an assigned supervisor, operate an offset press, high speed photocopy and other equipment for the production and distribution of high quality printed materials in reasonable, timely manner to meet the needs of District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Efficiently and effectively operate computer-aided high speed copying machine, collating machine, binding equipment and other copy machines or peripheral printing equipment for the production and distribution of high quality printed materials in a reasonable, timely manner to meet the needs of the District; may operate an offset press as needed. *E*

Receive and review incoming job orders in a reasonable, timely manner for quantity, materials, time frame, and special handling to meet the needs of the sites and departments; coordinate services from other areas to facilitate duplication; plan work requests to optimize utilization of equipment. *E*

Maintain equipment in a safe and efficient working order; set machine for desired function and other paper size settings; clean and prepare masters for duplicating; identify and resolve problems as appropriate. *E*

Collate, assemble, cut, hole punch, bind, staple, and package reproduced materials. *E*

Communicate with printing personnel to ensure the efficient operation of equipment and meeting of time lines. *E*

Maintain inventory according to established guidelines to provide timely delivery of high professional services; move pallets and stock paper supply as needed; maintain accurate routine records as assigned. *E*

Perform routine servicing on document processing and peripheral equipment; notify supervisor of malfunctions and problems as necessary to assist in providing a safe, clean and orderly working environment. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience operating duplicating or other reproduction machines.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, processes and equipment used in offset printing, duplicating and high speed photocopying.
Operation of an offset press and peripheral equipment.
Inks and paper stock used in printing.
Accurate record-keeping techniques.

Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Basic computer skills and data entry techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Operate offset press and peripheral equipment efficiently and effectively.
Maintain, adjust and perform routine maintenance to equipment.
Produce high quality and timely printed work according to established production standards.
Communicate, understand and follow both oral and written directions effectively.
Operate a variety of finishing equipment.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Prioritize and complete work with many interruptions.
Work independently with little direction.
Learn new or updated equipment, computer system or software programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment; subject to noise from equipment operation and fumes from ink and cleaning compounds; chemical fumes.

PHYSICAL ABILITIES:

With reasonable accommodation, if necessary, lifting heavy boxes of paper; dexterity to operate a variety of print shop equipment and other related equipment; standing or sitting for extended periods of time; reaching overhead, above the shoulders and horizontally; bending at the waist; carrying, pushing or pulling; seeing to proof completed work; hearing and speaking to exchange information.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions