

Job Description

Job Title: Large Format Print Operator

Supervisor: Coordinator of Print Shop, Mailroom & Warehouse

Pay Grade: 26

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

The Large Format Print Operator is responsible for day to day print production and cutting on an AccurioWide Flatbed UV Printer and Colex Flatbed Cutter. Position requires individual knowledgeable of large format equipment including techniques for the pre-press, printing, cutting and finishing. Position requires a detail-oriented individual with the ability to organize, multi-task and process paper work in a fast-paced environment.

Essential Duties

1. Receive, process and maintain orders for wide format printers to perform color print services, gather, organize and wrap completed work for delivery to the school district and other customers, prioritize work assignments based on customer needs, workload and machine capabilities.
2. Communicate to customers proper procedures for transferring files to the NNPS Print Shop, read and understand job tickets to ensure production is according to specification, confirm all electronically submitted jobs are in a usable file format, screen each job for sensitive, copyrighted or mailing status, and follow up with customer or other approval authorities as required for approval prior to delivery for printing.
3. Run full size presentation printing and mounting to materials such as foam board, coroplast yard signs, gatorboard etc., and small format printing using HP Wide Format & production printers creating brochures, coil bound books, and informational flyers and hot lamination methods of large and small format documents.
4. Ensure quality of work by inspecting finished work for sharpness, the density of line, position, count, and size, evaluate output to make adjustments to obtain the desired level of image quality.
5. Perform minor maintenance functions to include cleaning, replenishing consumables, calibrations and changing ink cartridges, report mechanical failure to Coordinator and submit service calls.
6. Load, unload, move or stack paper, supplies, and printed materials by hand, forklift, hand truck or other available job equipment.
7. Maintain professional customer relations, assist customers promptly and courteously, attend the customer service area as required, receive incoming jobs, respond to customer inquires and notify customers of job completion.
8. Accurately maintain necessary filing of required hardcopies/proofs and electronically archived files according to established procedures.
9. Accurate and timely logging of work orders into the active billing system and logging out of jobs including record delivery method.
10. Maintain accurate, sufficient inventory of stock and supplies communicating reorder requirements to the NNPS Coordinator in a timely fashion.
11. Maintain good housekeeping habits and comply with safety requirements in all facets of work assignments.
12. Model nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

Performs any other related duties as assigned by the Coordinator of Print Shop, Mailroom and Warehouse or any other appropriate administrator.

Job Specifications

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

accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess High school education or equivalent and a minimum of two (2) years experience in large-format production or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess in-depth knowledge of setup and operation of UV roll to roll printer and flatbed cutter. Must possess knowledge of Adobe InDesign and Adobe Illustrator software. Must possess knowledge of general safety standards related to a digital printing environment. Must be proficient in both PC and MAC OSX environment. Ability to hand-cut material with a cutting blade or vertical saw. Ability to read and interpret documents such as safety rules, MSDS, Operating and Maintenance instructions and procedure manuals. Ability to apply common sense understanding to carry out detailed oral or written instructions. Ability to deal with problems having a few concrete variables in standardized situations. Ability to compute in all units of measure, using whole numbers, common fractions and decimals. Ability to advance with changing technology as it becomes available. Must possess the ability to establish/maintain effective working relationships with school division personnel.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have ability to see and read a computer screen and printed material with or without vision aids. Specific vision abilities required by this job include close vision, color vision and peripheral vision. Must have the ability to stand; walk; climb; balance; bend; stoop; kneel; twist/turn; push/pull, carry or otherwise handle printing materials and/or paper stock weighting up to fifty (50) pounds of force on a regular and recurring basis. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal, to operate equipment; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone. Ability to understand and follow oral and written instructions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a digital printing/production environment including occasional exposure to high noise level.

Supervision Exercised: None

Supervision Received: Coordinator of Print Shop, Mailroom and Warehouse

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Technology Support Services will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Technology, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date