

**PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION**

Job Title: Digital Document Operator
Prepared Date: 7/2/2018
Revised Date:
Work Year: 209 Days
Department: Document Services
Reports To: Supervisor of Document Services
Salary Range: Digital Document Operator Salary Schedule
Benefits: Fringe Benefits based on Document Services Meet & Confer Agreement
Status: FLSA Status: Non-Exempt

SUMMARY:

The job of the Digital Document Operator uses digital printing machines and software programs to effectively create materials per client request. This position is responsible for the copier area.

QUALIFICATIONS:

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.

REQUIRED:

- High School Diploma
- One (1) year of experience with duplicating machine operation in a print shop environment
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in public school operations

SKILLS AND KNOWLEDGE:

- Ability to basic and production black and white copiers
- Ability to operate digital color press/copier
- Ability to perform adjustments, general troubleshooting, and maintenance of production copiers
- Understanding of paper types, sizes, weights, grain, etc.

- Ability to review completed projects for accuracy, completeness and compliance with established standards, timelines, specifications and procedures.
- Ability to follow complex oral and written instructions
- Ability to be detail oriented with excellent proofing skills
- Ability to plan, prioritize, organize and execute work effectively, using independent judgment to provide overall direction for reaching organizational goals
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with staff, students, parents, and other community members
- Ability to perform effectively in environments with frequent workload changes and competing demands
- Ability to work tactfully and courteously with students, staff and the general public
- Ability to be patient with a strong customer orientation toward students, staff, parents, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership and responsibility for project completion
- Set priorities which accurately reflect the relative importance of job responsibilities
- Ability to work collaboratively and individually on assigned tasks

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Operate high-speed production digital copiers to reproduce orders from paper masters and electronic file submission
- Program, load, and operate color and multiple black & white production copiers
- Operate PC computer controller for basic file layout and production distribution using scanner and basic publishing software to assemble jobs from a variety of elements such as scanned images, PDF, and Tiff files.
- Perform quality control methods to ensure complete order accuracy; inspect product quality during machine operation
- Perform adjustments and basic maintenance on machines

- Apply knowledge of commonly used concepts, practices, and procedures for production copier operation
- Rely on experience and judgement to plan and accomplish projects and maximize efficiency for production and bindery
- Coordinate with copy machine vendor's service technicians regarding service and maintenance of shop production copiers
- Inventory, stock, and order copier and shop supplies
- Coordinate and prioritize workflow on the production copiers to establish a continuous work flow in other areas of the shop
- Understand district-wide Canon copiers to troubleshoot issues and assist customers. Perform basic repair to copiers in Administrative Service Center
- Place incoming orders in process from Print Shop Pro Manager software, utilizing Microsoft Office, Google Email, Google Drive, and Adobe Acrobat Professional
- Contact customers (via phone and email) for order clarification and assist customers with PSP Webdesk online ordering. Update online orders for correct pricing
- Work in the finishing and distribution area as needed
- Setup and operate various finishing equipment including but not limited to collator, binding machines, folders, drilling machine, power driven paper cutter, stitching machine, shrink wrap machine, tabbing machine, and other equipment used in the finishing process
- Shrink wrap and box finished orders for distribution through district mail system
- Cut, finish, mount, and/or install wide-format products
- Assist customers, answer telephone, reply to emails, attend shop meetings

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Document Services Supervisor

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 required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting		X			
Stationary Standing					X
Walking (level surface)					X
Walking (uneven surface)		X			
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)					X
Twisting (knees/waist/neck)					X
Turn/Pivot					X
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead					X
Reaching extension					X
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing					X
Fine manipulation					X
Using foot control		X			
*Pushing/Pulling Maximum weight: 50 lbs.				X	
Lifting Maximum weight: 50 lbs.				X	
Carrying Maximum weight: 50 lbs.				X	

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting with moderate to loud noise levels.