



David Douglas School District #40

Classified Job Description

PRINT SHOP ASSISTANT

Schedule: 12 months per year
Class: 8

POSITION PURPOSE

Assist in the general operation of the district Copy Center through the operation and maintenance of high-speed copy machines and other duplicating equipment. The person in this position works closely with the District's Special Projects Department to meet customer deadlines and requirements.

NATURE AND SCOPE OF RESPONSIBILITIES

- Receives, organizes, schedules and completes copying assignments according to job specifications, work flow, and targeted completion dates
- Programs and operates high-speed copying machines
- Process jobs sent to Copy Center via web-based copy ordering system, with close attention to details
- Process more complex copy jobs submitted by walk-in customers
- Folds, drills, cuts and performs bindery tasks as necessary
- Work with district graphic artist when copy jobs come through requiring custom paginating or page layout to facilitate a more cost-effective, smooth workflow
- Performs quality and accuracy checks during and after production runs
- Orders and maintains an inventory of printing papers and supplies for all equipment in the Copy Center
- Perform daily maintenance such as reloading paper and staples, refilling toner, and maintaining other print shop equipment
- Generates service calls and monitors contracted maintenance of copying equipment
- Maintaining regular and consistent attendance and punctuality
- Performs other duties, as assigned
- Friendly customer service a must

QUALIFICATIONS

- Operate high-speed copying machines
- Operate web-based copy ordering system
- Operate paper cutter, drill, folder, shrink wrap and other Copy Center support equipment
- Knowledge of types, qualities, weights and uses of papers, and other products used in print shop
- Ability to work independently with little direct supervision
- Knowledge of print shop operations, work hazards and safety precautions
- Ability to communicate effectively with other employees using tact, courtesy and good judgment
- Ability to work with accuracy and attention to detail to meet deadlines and maintain timely workflow
- Ability to understand and execute oral and written instructions, policies and procedures
- Ability to physically perform assigned duties
- High school diploma, or GED and two years of broad-based print shop experience with high-speed copiers
- Hold or ability to obtain a valid Oregon Drivers License

ESSENTIAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Able to lift, carry and push up to 100 pounds. Requires frequent standing, reaching, grasping, handling, bending, and movement of hands, fingers and wrists. Requires normal color perception. Frequent exposure to machinery noise. Occasionally must drive to pick up and deliver supplies and projects.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.