



REVISED: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	PRINTER SENIOR PRODUCTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8016
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operations and maintenance of digital color equipment, and production of high quality color materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages the operation and maintenance of digital color equipment

Assist with the maintenance and operation of all Print Shop equipment

Manages job queues to determine the most cost effective, efficient way to run jobs while meeting the customers' needs and deadlines

Reviews and manipulates PDF's making sure they print properly, maintaining the highest quality possible

Calibrates digital color equipment, ensuring the highest possible quality production

Maintains supplies for proper and efficient operation of digital color equipment

Performs the duties of the Print Shop Supervisor in their absence

Assist in the training of subs and students assigned through co-op programs

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in a production/assembly line setting This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): driving and reaching. The following physical activities are required occasionally (up to 50% of the workweek): climbing, crouching, kneeling, bending, and balancing. Feeling, grasping, hearing, talking, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., standing, and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Computer skills

Experience with digital print equipment

Working knowledge of digital formats/files as they relate to printing

Ability to work independently and follows direction both oral and written

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of both digital and offset printing
Color printing experience
Knowledge of bindery equipment
Knowledge of PDF file printing and manipulation
Forklift experience
Mechanical aptitude
Experience in diverse workplace