

# **Killeen Independent School District**

## **Job Description**

**Job Title:** Print Shop Worker  
**Reports To:** Print Shop Supervisor  
**FLSA Status:** Non-exempt

**SUMMARY** Prepares and operates cylinder-type printing presses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Operates Offset and Digital Presses/Printers.

Operates all bindery equipment.

Operates all Hardware and Software used within the Print Shop.

Prints orders following the information and specifics listed on the work order with an emphasis on accuracy.

Downloads or scans print files, using printing production software.

Adjusts digital files to alter print elements, such as bleeds, margins, and color separations.

Measures and cut stock for work orders.

Burns and processes plates as needed to complete work orders.

Cleans plate processor.

Conducts weekly maintenance on machinery.

Adjusts controls to regulate ink volumes.

Operates all binary equipment.

Performs other duties as assigned

**SUPERVISORY RESPONSIBILITIES** This job has no supervisory responsibilities.

**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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED) some experience preferred.

**LANGUAGE SKILLS** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively with customers or employees of organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS** 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 accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands or arms. The employee is frequently required to walk. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**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.

While performing the duties of this job, the employee works near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibrations. The noise level on the work environment is usually moderate.

**Revised Date:** August 22, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.