

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### PRODUCTION ASSISTANT LEAD, Print Solutions

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years' previous experience working in a copy/print environment preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications and technology as related to specific job functions.
- Proficiency in the daily use and maintenance procedures related to printers, copiers, and other copy/print equipment.
- Ability to work both independently and in teams, while providing outstanding customer service.
- Knowledge of appropriate and relevant safety procedures as they relate to working with and around copy/print equipment.
- Excellent time-management skills.

#### SUPERVISION

**REPORTS TO** Print Solutions Manager or Assistant Manager  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

*To provide operational expertise to the day-to-day operations of printing services for the benefit of the school district students, teachers, and district staff.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Assist in the training of operational staff relating to print production equipment/tasks.
2. \*Operate and maintain various print production related equipment, many times operating multiple machines at once.
3. \*Maintain production and machine performance by troubleshooting common down-time issues, i.e. clearing jams, refilling toner and other consumables, conducting required maintenance with/without prompting.
4. \*Schedule technician maintenance.
5. \*Optimize production/time-management while utilizing established operating guidelines.
6. \*Perform regular quality control checks throughout shift, making maintenance adjustments as needed.
7. \*Maintain cleanliness of immediate work area and other facility areas.
8. \*Inspect and verify that completed projects meet quality standards.
9. \*Ability to meet deadlines and manage projects to completion.
10. \*Perform assigned tasks in a timely and an efficient manner.
11. \*Maintain accurate and detailed production records.
12. \*Prepare printing material for shipment and delivery and ensuring accuracy of shipment location.
13. \*Perform all necessary binding/finishing functions related to print production.
14. \*Safeguard paper stocks and maintain inventory records according to established procedures.
15. \*Support and oversee safe operational practices, including assisting training operational staff.
16. \*Accept shift assignments, including nights and weekends as assigned.
17. \*Reassignment of shift during peak seasons will be required, as well as working shifts alone, when needed, due to the 24 hour operation of Print Solutions.
18. Perform other duties as assigned by the Print Solutions Manager, Assistant Manager, or Designee.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard office equipment, copy/print related equipment and chemicals, pallet jack, and ladder.

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## PHYSICAL REQUIREMENTS

**Heavy Work** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**H75-02 \$26,038 - \$46,241**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**H75-03 Night \$28,603 - \$50,796**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**H75E-02 \$19,786 - \$35,133**

District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 37.5  
Annual Hours 1470

**H75E-03 Night \$21,727 - \$38,588**

District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 37.5  
Annual Hours 1470

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 18  
EEO-5 Line 53  
Function 7760  
Job Code H75-02 1637  
Job Code H75-03 1637N  
Job Code H75E-02 2079D  
Job Code H75E-03 2079N  
Survey Code 77631

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**May 14, 2019**  
**June 15, 1993**

ADA Information Provided by Tim Harper  
Position Description Prepared by Tim Harper