

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PRODUCTION SPECIALIST, Print Solutions

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- 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 assist in the day-to-day operations of printing services for the benefit of the school district students, teachers, and district staff.

PERFORMANCE RESPONSIBILITIES

1. *Operate and maintain various print production related equipment, many times operating multiple machines at once.
2. *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.
3. *Schedule technician maintenance.
4. *Optimize production/time-management while utilizing established operating guidelines.
5. *Perform regular quality control checks throughout shift, making maintenance adjustments as needed.
6. *Maintain cleanliness of immediate work area and other facility areas.
7. *Inspect and verify that completed projects meet quality standards.
8. *Ability to meet deadlines and manage projects to completion.
9. *Perform assigned tasks in a timely and an efficient manner.
10. *Maintain accurate and detailed production records.
11. *Prepare printing material for shipment and delivery and ensuring accuracy of shipment location.
12. *Perform all necessary binding/finishing functions related to print production.
13. *Safeguard paper stocks and maintain inventory records according to established procedures.
14. *Accept shift assignments, including nights and weekends as assigned.
15. *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.
16. 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

H-05 \$19,697 - \$34,983

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

H-07 Night \$21,636 - \$38,424

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

H-08 \$14,963 - \$26,576

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

H-09 Night \$16,436 - \$29,191

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

POSITION CODES

PeopleSoft Position TBD
Personnel Category 15
EEO-5 Line 20
Function 7600
Job Code (H-05) 2015
Job Code (H-07) 2029
Job Code (H-08) 2031
Job Code (H-09) 2030
Survey Code 77635

FLSA

Applicable
 Not applicable

Previous Board Approval

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

BOARD APPROVED

May 14, 2019
April 12, 1994