

# Anoka Hennepin Independent School District #11

## Position Standard

### **Technology Specialist (B) – Press / Bindery / Copier Operator**

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Operate an offset printing press, bindery equipment and copiers to produce materials used in classrooms and or departments.

#### **Essential Functions:**

##### Printing presses

- Operates DPM platemaker to generate computer generated “quick plates”.
- Verifies size, color, and type of paper and color of ink from job order.
- Adjusts controls to regulate volume of ink.
  - Adjusts feed guides, grippers, and elevator.
- Adjusts press controls, inking fountains, and automatic feeders.
- Registers forms and mixes colors.
- Cleans inking rollers with solvent and replaces them in press.
- Performs preventive maintenance on press.

##### Operates all equipment in the bindery department which include but not limited to;

- Cutter – able to set and trim paper for jobs at correct size
- Folder – able to set folder for various types of paper and folds
- Paper drill – set up to drill 1-3 holes where job requires them to be.
- Horizon collator – set up and run booklets with center staples, corner stitch or collate individual sheets.

##### Copiers

- Operate copiers
- Other duties as assigned.

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- One to two years experience operating printing equipment
- Knowledge of printing process
- Knowledge of machinery and equipment used in the print press, bindery and copiers operations
- Ability to work independently with minimal supervision.
- Well organized and efficient.
- Ability to work cooperatively with staff.
- Ability to maintain regular attendance, including completing an assigned day.
- Must be able to lift/push/pull/carry a minimum of 50 pounds.
- Must be able to stand for long periods throughout the day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

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### **Physical Factors include:**

Constant: work in a very noisy warehouse environment; daily exposure to paper dust, chemicals, cutting equipment and other heavy machinery; sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation, and field of vision;

Frequent: some work is performed on computer-controlled equipment, requiring the use of a keyboard; standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when travel between district sites is required.