

## Job Description

**Job Title:** Digital Operator

**Position Code:** 5N78, EN78

**Job Classification:** Non-Exempt

**Supervisor:** Coordinator of Print Shop, Mailroom & Warehouse

**Pay Grade:** 25

**Contract Length:** 245

### Job Summary

The Digital Operator is responsible for retrieval, storage, conversion of electronic files submitted for reproduction; proper operation of all digital printing equipment; and all technical aspects of NNPS finishing equipment such as bindery, cutter, drill, folder, shrink wrap, perforation/scoring equipment utilized by the NNPS Print Shop. Position requires a detail-oriented individual with the ability to organize, multi-task and process paper work in a fast-paced environment.

### Essential Duties:

1. Provide necessary digital reproduction, binding and distribution services to support the production of NNPS information in a technically accurate and timely manner.
2. Effectively, efficiently operate high-speed digital copiers (black and white and color), wide format printers, scanners, document transfer devices, print production workflow, Adobe plugins, variable data and fiery software. Retrieve customer files from web-to-print workflow software (print shop storefront). Setup, adjust, and operate equipment for individual print jobs.
3. Provide routine preventative maintenance, trouble shooting, diagnosis of equipment malfunctions, and perform minor repairs and other non-contracted maintenance on equipment.
4. Operate bindery equipment: paper cutter, folder, laminator, hydraulic drill, perforator/scorer, tabber, and plastic comb bind/punch. Perform incidental hand tasks such as collating, gluing, jogging, trimming, padding, mounting on foamcore boards, as well as assembling, stuffing and properly packaging/addressing envelopes and boxes for distribution.
5. Load, unload, move or stack paper, supplies, and printed materials by hand, forklift, hand truck, or other available equipment.
6. Accurately maintain necessary filing of required hardcopies/proofs and electronically archived files according to established procedures.
7. Maintain professional customer relations, assist customers promptly and courteously, attend the customer service area as required, receive incoming jobs, respond to customer inquiries, and notify customers of job completion.
8. Communicate to customers proper procedures for transferring files to the NNPS Print Shop, receive work orders from customers, ensure the requests are complete and accurate, confirm all electronically submitted jobs are in a usable file format, screen each job for possible sensitive, copyrighted or mailing status, and follow up with customer or other approval authorities as required for approval prior to delivery for printing.
9. Accurate and timely logging of work orders into the active billing system and logging out of jobs including record delivery method.
10. Accurately record statistical data for production, maintenance, bindery and distribution activities.
11. Maintain accurate, sufficient inventory of stock and supplies communicating reorder requirements to the NNPS Coordinator in a timely fashion.
12. Maintain good housekeeping habits and comply with safety requirements in all facets of work assignments.
13. Model nondiscriminatory practices in all activities

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

Performs any other related duties as assigned by the Coordinator of Print Shop, Mailroom and Warehouse or any other appropriate administrator.

### **Job Specifications**

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. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess High school education or equivalent and a minimum of five (5) years experience operating digital/high speed copiers, scanners and bindery equipment or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess demonstrated in depth knowledge of digital printing operations/procedures including technical proficiency in multiple software applications and electronic file conversion. Certification in Xerox high speed digital copiers or Oce high speed digital copiers preferred. Must possess knowledge of general safety standards related to a digital printing environment. Must be proficient in both PC and MAC OSX environment. Demonstrated skill in the operation of bindery equipment and hydraulic pallet jack. Ability to read and interpret documents such as safety rules, MSDS, operating and maintenance instructions and procedure manuals. Ability to apply common sense understanding to carry out detailed oral or written instructions. Ability to deal with problems having a few concrete variables in standardized situations. Ability to compute in all units of measure, using whole numbers, common fractions and decimals. Ability to advance with changing technology as it becomes available. Must possess the ability to establish/maintain effective working relationships with school division personnel.

### **Working Conditions & Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to see and read a computer screen and printed material with or without vision aids. Specific vision abilities required by this job include close vision, color vision and peripheral vision. Must have the ability to stand; walk; climb; balance; bend; stoop; kneel; twist/turn; push/pull, carry or otherwise handle printing materials and/or paper stock weighing up to fifty (50) pounds of force on a regular and recurring basis. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal, to operate equipment; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone. Ability to understand and follow oral and written instructions.

### **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. Duties are normally performed in a digital printing/production environment including occasional exposure to high noise level.

**Supervision Exercised:** None

**Supervision Received:** Coordinator of Print Shop, Mailroom and Warehouse

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Digital Operator will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator of Print Shop, Mailroom and Warehouse or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

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Updated 03/26 LS