

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Finishing and Distribution Operator  
**Prepared Date:** 7/2/2018  
**Revised Date:** 9/1/2021  
**Work Year:** 213 Days  
**Department:** Document Services  
**Reports To:** Supervisor of Document Services  
**Salary Range:** Document Services Salary Schedule  
**Benefits:** Fringe Benefits based on Document Services Meet & Confer Agreement  
**Status:** FLSA Status: Non-Exempt

**SUMMARY:**

The job of the Finishing and Distribution Operator uses binding and finishing machines to effectively create materials per client request. This position is responsible for the finishing and distribution area

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma

- Three (3) year of experience with finishing (bindery) and distribution work in a print shop environment
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous experience in public school operations

**SKILLS AND KNOWLEDGE:**

- Ability to perform basic and print shop math skills (i.e. read and calculate ruler measurements, prices, paper sizes, impositions and amounts, etc.
- Ability to basic and production black and white copiers
- Ability to operate production color press equipment and software
- Ability to operate digital envelope press equipment and software
- Understanding of CMYK, RBG, and Grayscale processes
- Knowledge of color matching and Pantone color guide
- Ability to operate digital color press/copier
- Ability to perform adjustments, general troubleshooting, and maintenance of production copiers
- Understanding of paper types, sizes, weights, grain, etc.
- Ability to review completed projects for accuracy, completeness and compliance with established standards, timelines, specifications and procedure s.
- Ability to follow complex oral and written instructions
- Ability to be detail oriented with excellent proofing skills
- Ability to plan, prioritize, organize and execute work effectively, using independent judgment to provide overall direction for reaching organizational goals
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with staff, students, parents, and other community members
- Ability to perform effectively in environments with frequent workload changes and competing demands
- Ability to work tactfully and courteously with students, staff and the general public
- Ability to be patient with a strong customer orientation toward students, staff, parents, and other community members

- Possess an excellent work attitude and the ability and willingness to take ownership and responsibility for project completion
- Set priorities which accurately reflect the relative importance of job responsibilities
- Ability to work collaboratively and individually on assigned tasks

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Set up and operate various finishing equipment including collators, folders, drilling machines, perforating and number machines, stitching machines, power driven paper cutter, shrink wrap machine, and other equipment used in the finishing process
- Hand assemble jobs in preparation for finishing
- Review files for proper positioning and color accuracy
- Perform quality control methods to ensure complete order accuracy; inspect product quality during machine operation
- Perform adjustments and basic maintenance on machines
- Shrink wrap and box finished orders for distribution through district mail system
- Cut, finish, mount, and/or install wide-format products
- Operate tabbing machine for mail distribution
- Sort mail for USPS mail distribution
- Apply knowledge of commonly used concepts, practices, and procedures for finishing and distribution
- Rely on experience and judgement to plan and accomplish projects and maximize efficiency for production and bindery
- Coordinate with copy machine vendor's service technicians regarding service and maintenance of shop finishing equipment
- Inventory, stock, and order bindery supplies
- Coordinate and prioritize workflow on the production copiers to establish a continuous work flow in other areas of the shop
- Understand district-wide Canon copiers to troubleshoot issues and assist customers. Perform basic repair to copiers in Administrative Service Center

- Place incoming orders in process from Print Shop Pro Manager software, utilizing Microsoft Office, Google Email, Google Drive, and Adobe Acrobat Professional
- Contact customers (via phone and email) for order clarification and assist customers with PSP Webdesk online ordering. Update online orders for correct pricing
- Work in production copier area if needed
- Work in the digital press area as needed
- Assist customers, answer telephone, reply to emails, attend shop meetings

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Document Services Supervisor

The physical demands, work environment factors, and mental functions described below 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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting		X			
Stationary Standing					X
Walking (level surface)					X
Walking (uneven surface)		X			
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)					X
Twisting (knees/waist/neck)					X
Turn/Pivot					X
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead					X
Reaching extension					X
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X

Repetitive use hands squeezing					<b>X</b>
Fine manipulation					<b>X</b>
Using foot control		<b>X</b>			
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>				<b>X</b>	
Lifting Maximum weight: <b>50 lbs.</b>				<b>X</b>	
Carrying Maximum weight: <b>50 lbs.</b>				<b>X</b>	

**WORK ENVIRONMENT:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting with moderate to loud noise levels.