**BOARD OF EDUCATION**

 **Saskatoon School Division No. 13**

 **P O S I T I O N D E S C R I P T I O N**

**Position: PRINTER II**

**Immediate Supervisor: MANAGER, CENTRAL RESOURCE CENTRE**

**Core Function:**

The Printer II functions as a work leader in the operation, scheduling and maintenance of digital production (black & white and color) printing equipment as well as operating collating, stapling, binding and cutting equipment. Produces originals of reproductions from submitted electronic files or hardcopy. Works with school-based and Central Office staff to meet established deadlines on printing projects. Prepares and maintains billing records.

**Duties and Responsibilities:**

1. Operates digital production printing equipment to reproduce single or multiple B&W and color copies of printed materials on short or long-run orders.
2. Operates collator, staples, binds and cuts printed orders and arranges for copy punching as required.
3. Operates production photo printer and laminator as required.
4. Cleans, lubricates, adjusts and makes minor repairs to printing, collating, stapling, cutting and binding equipment.
5. Selects printing materials in accordance with work orders, maintains inventory of printing supplies.
6. Prepares and maintains interdepartmental billing in accordance with Print Centre pricing guidelines.
7. Arranges regular service checks and major repairs with contracting firm or repair agent.
8. Assigns duties to department staff in the operation of equipment, flow of material and housekeeping operations. May train new employees.
9. Advises supervisor of department operations, procedures and recommends improvements on equipment, process and organization.
10. Performs such other duties as may be required to meet organizational deadlines and objectives.

**Qualifications:**

1. Grade 12 or equivalent plus or including courses in Graphic Arts, Lithography or related programs.
2. Computer skills and experience working with electronic picture and graphic files is preferred.
3. One to two years previous experience in digital production printing or related functions is preferred.

September 2011