KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Printer					
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Director of Elementary Curriculum			
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt			
LENGTH OF WORK YEAR:	260 Days/Year					
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.					
GENERAL JOB QUALIFICATIONS:	The operation and performance of simple maintenance and operations of copy machines. Completion of assignments in an organized and efficient manner under deadline pressure. Operation of various styles of equipment and the ability to be self-motivated and make good decisions. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to					
	hazardous chemicals as identified on the MSDS s	sheets.				

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

- 1. Operate and perform simple maintenance on copy machines, i.e. changing toners, adding paper and clearing paper jams.
- 2. Operate various types of equipment, i.e. paper drill, folder, paper cutter and padding press.
- 3. Order supplies to supply printing and various equipment.
- 4. Complete assignments in a self-motivated and organized, efficient manner.
- 5. Ability to work under deadline oriented pressures.
- 6. Ability to follow written instructions and have excellent telephone and public relation skills.
- 7. Must be able to stand at a work station for five (5) hours a day.
- 8. Ability to work independently.
- 9. Regular attendance is an essential function of this position.
- 10. Additional duties as assigned by Director of Elementary Curriculum.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				1	
21-50 lbs.			V		
51-75 lbs.			V		
76-100 lbs.		√			
> 100 lbs.		√			
Maximum am	ount lifted by	worker without	assistance: 75 lbs		
If required, lift	s over75_	_lbs. are perfori	ned with two or mo	re people or lift de	evices.

Pounds	Never	Seldom	Occasionally 6-33%	Frequently	Continuously 67-100%
		1-5%	6-33%	34-66%	67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.		√			
> 100 lbs.		√			
	ount carried b		t assistance: 75 lbs.		

Douada	Nove	Seldom	Occasionally	Frequently	Continuously
Pounds	Never	1-5%	6-33%	34-66%	67-100%
1-10 lbs.	1/				1
11-20 lbs.	11			1	
21-50 lbs.				1	
51-75 lbs.			V		
76-100 lbs.			V		V
> 100 lbs.		1			-
Maximum wei	ght of object p	ushed/pulled b	y worker: 75 lbs.		-

ENVIRONMENT (WORK CONDITIONS)			
Works Inside100% of the time	/	Works Outside	% of the time.
Temperature Extremes: No	-	d line of	
Works on or around moving machiner	y or med	chanical parts: Yes	16.35

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop	17.7		1 1 1 1	1	4
Twist		V 7 I	1. 7.1		4
Crouch/Squat		1			1
Kneel				√	7///
Crawl		1			7/
Walk-Level Surface	1770			000	1
Walk-Uneven Surface	11	1			
Climb Steps		1		_	
Climb Ladder		V			
Work at Heights		1			
Reach at or Above Shoulder			1		
Reach Below Shoulder					٧
Use of Arms					√
Use of Wrists					V
Use of Hands					V
Grasping/Squeezing					√

Operate Foot		٧	
Controls			

END	NDURANCE								
	Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day	
	Sitting			√					
	Standing					√			
	Walking					√			
	Change Positions					√			

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and a	ttest to my ability to	perform the essential functions	s of the position:
1/6			
1	1		1
Print Employee Name	Employe	e Signature	Date
Employer Representative (Immediate Supervisor):	-		11
Print Name	Title	Signature	Date
Prepared by: <u>Director of Human Resources</u>	th (2003	11 17
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In the event of an on the job injury:		0 - 1 - 0	
For physician to complete: Is this job appropriate? Yes No	nutral.	ISITI	
If not released to regular work at this time,	Date of Release please provide ar		
Physician's Signature	Dat	e	_