

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:	<p>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.</p> <p>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 sheets.</p>		

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.				√	
21-50 lbs.			√		
51-75 lbs.			√		
76-100 lbs.		√			
> 100 lbs.		√			
Maximum amount lifted by worker without assistance: 75 lbs					
If required, lifts over <u> 75 </u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.		√			
> 100 lbs.		√			
Maximum amount carried by worker without assistance: 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.			√		
> 100 lbs.		√			
Maximum weight of object pushed/pulled by worker: 75 lbs.					
Distance: <u>30</u> ft. Type of Surface: (i.e. level, carpet, tile): <u>level, tile surface</u>					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u>100</u> % of the time	/ Works Outside _____ % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: Yes	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop					√
Twist					√
Crouch/Squat					√
Kneel				√	
Crawl		√			
Walk-Level Surface					√
Walk-Uneven Surface		√			
Climb Steps		√			
Climb Ladder		√			
Work at Heights		√			
Reach at or Above Shoulder			√		
Reach Below Shoulder					√
Use of Arms					√
Use of Wrists					√
Use of Hands					√
Grasping/Squeezing					√

