

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DUPLICATING SPECIALIST

PAY GRADE: C-6

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Operation of the duplication area.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or GED equivalent required.
2. Years of experience in field: One year **of** printing experience required. Familiar with production type printers/copiers. Must have experience with Xerox, Canon and Epson Stylus pro 7600 copiers/printer with Digipath and EFI Fiery front ends
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of all equipment relating to printing requests. Ability to establish and maintain effective working relationships with employees, students, and the general public. Basic computer skills. Must be computer literate with experience in the following software programs: Microsoft Word, Microsoft Publisher, Adobe Photoshop, Docbuilder Pro. Must be able to work with Pantones, GRB, CYMK color management.

ESSENTIAL JOB FUNCTIONS:

1. Duplicate, fold, hand-staple, seal wrap, bind, laminate, drilling, glue, bind, and spiral binding.
2. Use a cutting machine
3. Organize supplies, notify supervisor when to order supplies.
4. Be involved in projects that result in new ideas or methods of printing jobs.
5. Contact requestor upon completion of printing.
6. Call for repairs on equipment.

ESSENTIAL JOB FUNCTIONS (Continued):

7. Respond to visitors and customer questions regarding printing/copying projects.
8. Answer numerous phone calls daily regarding printing requests.
9. Assist in preparation of printing layouts.
10. Responsible for cleaning work area.
11. Assist bookstore in supplying manuals for various departments.
12. Train students, faculty, etc. on how to operate shredder and maintenance on equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required)

PHYSICAL DEMANDS:

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

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Lift paper weight (approximately 70 pounds)
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS

- Works in a production environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: CF Printing Services, Building 32, Room 102

SUPERVISOR OF POSITION: Manager of CF Printing and Postal Services