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.

PREREQUISITES FOR POSITION (Qualification Standards):
1. Education or training: High school diploma or GED equivalent required.

2. Years of experience in field: One year 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. Duplicating, folding, hand-stapling, seal wrapping, binding, lamination, drilling, gluing binding, and spiral binding.
2. Using 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.
7. Respond to visitors and customer questions regarding printing/copying projects.
8. Answering numerous phone calls daily regarding printing requests.
10. Responsible for cleaning work area.
11. Assisting 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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Walking
- Standing
- Lift paper weight (approximately 70 pounds)
- Bending
- Sitting
- Twisting
- Driving

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 - CF Printing and Postal Services