**Revised** Date: November 2021

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| Job Title**:** Digital Press/Bindery Operator | **Classification Level: 5** |
| **Department:** Printing and Mailing Services | |
| **Reports to:** Director, Printing and Mailing Services | |
| **Directly Supervises:** None | **FLSA Status:** Non-exempt, Full time , 12-months |

**PRIMARY PURPOSE OF THIS JOB:**

The Digital Press Operator operates digital printing and bindery equipment and provides other related support to Cougar Prints, Misericordia University’s in-house print and mail operation.

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

1. Operate and monitor the operation of, but not limited to, sheetfed digital color and monochrome printing equipment, digital envelope press, wide format UV printer, and other related printers
2. Operate all bindery equipment including, but not limited to, perfect binder, folder, booklet maker, cutter, perforator, creaser, padding press, and mail inserter
3. Aid in the production of dye sublimated, embroidered and screen-printed products
4. Aid in the installation of wide format window and wall graphics
5. Clean and perform preventative maintenance on equipment to ensure equipment is operating at peak performance. Research and evaluate parts, products and supplies to maintain efficiency. Recommend changes in products and supplies as warranted.
6. Maintain record of run times and material usage for productivity and efficiency reports
7. Complete processes required by the United States Postal Service for pre-sorted mailings.
8. Initiate work orders using print shop management software. Provide status updates and completion information to customers via voice mail, e-mail, or in-person.
9. Provide excellent customer service. Use tact and diplomacy when dealing with customers (i.e. staff, faculty, students, outside vendors, etc.).
10. Maintain clean, orderly, and safe work area including cleaning of equipment and surroundings.
11. Work on various other special projects

**RELATED DUTIES:**

* Some diverse hours at peak times during year.
* Uphold and promote the Mission and Philosophy of the University and the Sisters of Mercy.
* Preserve honesty and integrity in the professional affairs of the University; adhere to high standards of ethical practices and conduct.

**REQUIREMENTS:** *(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

**Education**

* Associate’s degree (A. A.) or equivalent from two-year college or technical diploma and/or certificate

**Experience**

* Three years related experience and/or training.

Digital press and bindery experience are preferred.

**Licenses/Certifications**

* Current and valid PA driver’s license.

**Work-Related Knowledge**

* Knowledge ofgeneral print shop operations and practices

**KNOWLEDGE, SKILLS, AND ABILITIES** typically required to perform the essential functions of this position.

**Problem-Solving/Decision-Making Skills**

* Identify problems, inform others, and provide information to assist with solving the problem.

**Verbal Communication Skills**

* Use verbal skills to communicate with co-workers or customers.

**WrittenCommunication Skills**

* Complete and maintain documentation/records, to effectively convey ideas and information both in written and oral form.

**Math Skills**

* Addition, subtraction, multiplication, division, percentages, ratios.

**Computer Skills:** Required to successfully complete essential functions of the job.

* Internet and email
* Spreadsheet Software
* Word processing Software
* Adobe Creative Suite
* Raster Image Processor Application
* Work order management system

**Tools & Equipment (Other than general office equipment):**

* Digital Color Press and associated RIP
* Digital envelope press and associated RIP
* High speed B&W copier
* Bindery equipment (perfect binder, folder, booklet maker, cutter, perforator, creaser, padding press, mail inserter, paper drill)
* Wide Format UV printer
* Dye Sublimation equipment
* Embroidery equipment
* Silk Screen equipment

**CONTACTS** typically incurred while performing the essential functions of this position.

* Coworkers within the same department
* Coworkers in other departments
* Mid-management level employees
* Executive management level employees
* Customers of the organization
* Members of the general public
* Employees of peer organizations
* Vendors/suppliers/service providers

**MENTAL DEMANDS** typically required to perform the essential functions of this position.

* Respond to Unpredictability – Appropriately adapt to a work schedule or job requirements that regularly change without notice or do not follow a set schedule.
* High Level of Record Keeping – Enter, transcribe, record, store or maintain information in written or electronic/magnetic form.
* High Pressure for Results – Complete job duties in a timely and efficient manner under demanding working conditions. Appropriate use of emotions; level-headed under pressure.
* Independent Judgment and Discretion - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources.
* Organize and Prioritize – Organize information, processes and/or prioritize work to meet demands/deadlines.
* Manage Multiple Projects/Tasks – Work on multiple projects/tasks concurrently, in order to meet varied deadlines. May work for multiple bosses.
* Respond to Angry/Upset Individuals – Appropriate respond to unpleasant, angry or anxious individuals as part of the job requirements.
* Read, Comprehend and Follow Instructions/Work Orders – Listen to and understand information and ideas presented through spoken or written form.
* Relate to Others – Regular day-to-day contact with internal/external customers.

**PHYSICAL DEMANDS** typically required to perform the essential functions of this position.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| * Ability to stand * Ability to walk * Ability to lift up to 40 lbs. * Ability to use both legs * Ability to communicate orally * Ability to hear conversation * Ability to climb stairs * Ability to use legs/arms to climb * Ability to balance * Ability to stoop * Reaching at high or low level * Repetitive finger movement * Ability to use both hands * Ability to repeatedly bend * Specific vision requirements * Use of depth perception * Use of color vision * Ability for rapid mental/muscular coordinator simultaneously | * Ability to sit * Repetitive twisting or pressure involving wrists or hands | * Ability to operate truck/motor vehicle * Ability to lift up to 65 lbs. * Ability to pull hand over hand |

**WORKING CONDITIONS** under which the essential functions of this position are typically performed.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| • Work with machinery with moving parts | * Requires work in a typical office setting | * Work outside * Exposure to chemicals * Exposure to grease/oils * Work with moving vehicles * Work with ladders/scaffolding * Work alone * Work weekly more than 40 hours |

**PERSONAL PROTECTIVE EQUIPMENT** typically required to perform the essential functions of this position.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
|  |  | * Body protection * Hearing protection |

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

***I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.***

Employee’s Signature: Date:

Supervisor’s Signature: Date:

**Human Resources Review**

Signature: Date: