



Hays Consolidated Independent School District

Job Title: Print Shop Production Operator

Wage/Hour Status: Non-Exempt

Reports to: Print Shop Manager

Pay Grade: PP03 /204 days

Dept./School: Purchasing

Date Revised: June, 2025

Primary Purpose:

Process online print requests submitted through WebCRD, including all phases of pre-production, production, and post-production. Monitor job due dates and manage production accordingly to maintain focus on keeping the workflow moving.

Qualifications:

Minimum Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Must be able to read, write and speak English

Excellent customer service and interpersonal skills required for phone, email, and walk-ins

Ability to interact in a friendly, professional manner with district personnel and vendors

Ability to multitask while managing time and production projects effectively

Proficient in keyboarding and digital file management

Knowledge of correct English usage, grammar, spelling and punctuation

Proficient with Microsoft 365 and Adobe PDF print applications

Experience:

One (1) year experience of basic computer literacy.

Major Responsibilities and Duties:

1. Move orders through our online ordering system WebCRD.
2. Check every job in online system for accuracy and quality to produce products for customers.
3. Responsible for keeping production printing equipment up and running producing jobs.
4. Help team members on production on machines and bindery, load and maintain paper trays, off-loading of finished products from production process needed.
5. Production of a variety of large scale, high quality, printing projects from submission of materials to final delivery.
6. Establish effective working relationships with District personnel using the principles of good customer service.
7. Receive deliveries and check in materials for payment. Ensure proper storage of supplies and paper to minimize loss.
8. Review work orders to determine materials, processes, and procedures needed to produce a finished product and establish and ensure that production deadlines are met.
9. Monitor the use of and recommend the ordering of supplies.
10. Maintain inventory records and determine supply and inventory levels for materials.
11. Basic maintenance and care of print shop copiers and equipment.
12. Produce print jobs accurately and with high quality.
13. Safely package products for delivery and ensure customer deadlines are met.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: High-speed copier equipment, binding equipment, telephones, personal computer, scanners, dolly, pallet jack, various cutting equipment, shrink-wrap machine, and other equipment that may be operated by the print shop.

Posture: Standing, bending/stooping, kneeling, pushing and pulling.

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

Lifting: Heavy lifting (55 lbs. and over).

Environment: Ability to work on multiple projects at once is essential.

Mental Demands: Maintain emotional control under stress.

EEOC Statement: Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #