



Job Title: **Copy Center Lead**  
 Department: **Purchasing/Central Warehouse**  
 Supervisor: **Director of Purchasing**  
 Lane Placement: **ESP Lane 5**  
 Schedule: **8 hrs / 242 days** Evaluation Group: **JCES**  
 FLSA Classification: **Non-exempt**

## **JOB DESCRIPTION**

Operates large, high-volume photocopier machines, power stitcher, power folder, shrink-wrapper, 3-hole drill, power cutter, address printer, inserter/folder, wide format printer, and a variety of small binding equipment. Calculates cost of jobs and bills requisitions. Manages and tracks district budget accounts and creates reports for Accounting. Tracks requisitioned materials using computer data base. Proof reads submitted work for spelling and grammar error. Meets with department secretaries to ensure quality of submitted materials. Must be able to work alongside vendors and repair professionals. Delivers completed jobs to various district offices and mail room. Purchase and monitor inventory levels. This position will also supervise copy center support staff and make recommendations to manager based on job workload.

## **ESSENTIAL FUNCTIONS**

- Supervises Copy Center support staff.
- Operates large high-volume photocopier machines to copy materials (including continuous forms) for schools and departments. Calculates cost and bills requisitions. Tracks jobs using computer program. Proof reads submitted work for spelling and grammar error. Works with secretaries to ensure quality of submitted work.
- Operates power cutter, shrink wrapper, power folder, power stitcher, 3-hole drill and a variety of binding equipment. Makes minor adjustments and cleans photocopier machines daily. May make minor repairs with instruction from Service Technician.
- Understands and follows USPS guidelines and standards to insure postal discounts.
- Remains alert and follows proper operating procedures on all equipment to avoid injury to self and others.
- Must be able to manage department budgets and follow district accounting procedures.
- Must have a working knowledge or ability to learn these software programs. (USPS Postal One, Illustrator, Photoshop, InDesign, Adobe Reeder, Microsoft Office suite, Bulk Mailer).
- Predictable and reliable attendance.

## **NON-ESSENTIAL FUNCTIONS**

- Delivers completed jobs to various offices and mail room.
- Cleans work area and keeps it free of clutter.
- Flexible shift timeline is required on occasion based on center workloads.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**QUALIFICATION REQUIREMENTS**

- High school diploma or equivalent skill is required.
- Job requires manual dexterity and mechanical aptitude to operate a large photocopy machine and binding equipment safely.
- Must be able to use data base software for tracking jobs and billing.
- Must demonstrate basic competence in reading, writing, typing, spelling, grammar, math, and interpersonal skill.
- Six (6) months of prior job related work experience is required, with demonstrated competence.
- Sets work priorities in consultation with clients. Coordinates work on several machines simultaneously. Solves minor mechanical problems. Requires some problem-solving and initiation of activities within job description.
- Works closely with district employees and vendors' service technicians.
- Coordinates work priorities with Supervisor and support staff.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Job requires standing for long periods of time, exposure to noise and chemicals.
- Stress may occur in meeting deadlines and ensuring job quality.
- Required to lift up to 50 lbs.
- Working hours 9:00 AM to 6:00 PM except when workload requires a later shift.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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HR \_\_\_\_\_

Effective date: 10/28/2019