

## Role Description

### Print Production



**Summary** Print Production works as part of an Ace Sign Company team assigned to the Visual Graphics Division. Print Production typically ensures proper printing and graphics operations are accomplished within specified guidelines on many different types of visual or graphic sign projects and techniques. Works closely with creative design specialists, project managers, division managers and others to implement graphic art application per specified designs for visual graphics and renderings on a wide array of signage.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Layout and assist with the full range of skilled graphic production work.
- Assist with maintenance of machinery.
- Efficiently operate all machinery in graphic department.
- Assist with overseeing machinery during operation and ensure quality meets the required standards.
- Perform all work in accordance with established safety procedures.
- Maintain records, retrieve data and prepare standard reports related to work performed using manual and/or computerized record-keeping systems, and/or maintenance management systems.
- Responsible for the full range of skilled graphic work including operating software for machinery, preparing surfaces for vinyl applications; applying vinyl to substrates; applying lamination to digital prints using the most effective method; creating mounting patterns; provide on-site services; and maintain a safe and clean work environment.

**Standard Work** includes the following.

- To be Completed on a Daily Basis
  - Assist with daily maintenance on GS 5500 LXR Pro.
  - Assist with overseeing printers during operation and ensure print quality meets the required standards.

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- Operate software and graphics plotter for creating mounting patterns and cut vinyl graphics.
- Assist with production in all areas of the graphic department, and install on-site graphics as needed.
- To be Completed on a Weekly Basis
  - Maintenance on air compressor.
  - Clean and condition rollers on machinery.
  - Maintenance on HP Latex 360.
- To be Completed on a Monthly Basis
  - Assist with monthly maintenance on GS 5500 LXR Pro.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Working knowledge of the methods, materials, tools and equipment used in the graphic trade.
- Ability to effectively and accurately maintain records, retrieve data and prepare standard reports using manual and/or computerized record-keeping systems.
- Excellent computer skills and proficiency with a variety of computer applications including Adobe Illustrator, Fiery, and Flexi as well as online applications.
- A strong attention to detail.
- Thorough knowledge of English grammar, spelling and punctuation and the ability to read, write and perform arithmetic functions at a level appropriate to the position.
- Ability to interact and communicate in an effective and dependable manner, as well as establish and maintain cooperative working relationships with clientele such as students, staff, faculty and co-workers.

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- Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to demonstrate professionalism in entering occupied areas including student residential halls, faculty and staff offices and other university space.
  - Special Conditions:
    - § Ability to work on and climb ladders and stairs, work in confined and high places such as scaffolding, carry up to 45 lbs. and squat, kneel and crawl.
    - § Ability to manipulate parts and tools of the graphic trade safely.
    - § Ability to distinguish color.

#### **Education and/or Experience**

Experience with graphic production is preferred. Education and/or experience with graphic design is a bonus.

#### **Language Skills**

Ability to read and interpret documents such as safety rules, operating plans, and procedure manuals. Ability to write reports and the ability to speak effectively before groups of customers or employees of organization.

#### **Computer Skills**

Knowledge of Adobe Illustrator, Fiery, and Flexi is preferred.

#### **Certificates, Licenses, Registrations**

No certificates, licenses, or registrations 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.

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While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.