

# HONBLUE

## JOB DESCRIPTION

**Position Title:** Copy Operator

**Date:** Rev 10-13-21

**Department:** Digital Printing

**Status:** Full Time/Non-Exempt

**Supervision:** Works under the general supervision of the Production Supervisor

**Primary Purpose:**

Sets up, adjusts, and operates a variety of high-speed print and bindery equipment, producing high quality work that meets or exceeds the Company standard and meets customer deadlines. Manages paper inventory and machine maintenance.

**Essential Duties:**

- Complete all work within customer deadlines; communicate with other departments to achieve these deadlines.
- Read and interpret work orders.
- Set up, adjust and operate all high-speed black & white print equipment.
- Inspect orders to ensure work meets quality standards.
- Input, access, and maintain all job information in the job tracking system.
- Perform quality checks, and adjust equipment, as needed.
- Carry, restock, and load paper into machines.
- Maintain machine logs, perform maintenance, open/record service calls
- Work with service technicians to provide the highest quality and machine efficiency
- Manage paper inventory in department and designated warehouse areas
- Order and maintain machine consumables
- Maintain safe and clean work area.(vacuum, sweep, trash)
- Operate Bindery equipment to fold, trim, glue, cut, score, or staple material.
- Package final product for delivery.
- Performs other duties as assigned.

**Other Duties:**

- Set up, adjust, operate and calibrate Color copier
- Keep the department neat and clean
- Assist in other production departments, as needed.

**Working Conditions:** Indoor air-conditioned work area. Exposed to fumes and noise associated with normal print plant operations. Exposure to inks, toners and solvents.

**Work Hours:** 40 hours per week. Flexible assignments; generally, from 10:00 a.m. to 6:30 p.m., Monday - Friday.  
Overtime, holidays, and weekends as required.  
Hours are subject to change based on business needs.

**Dress Code:** Casual, covered shoes

**Equipment Used:** High speed print equipment, various computers, multi line telephone, copy/fax machines, various bindery equipment.

**Physical, Mental and Communication Demands:**

- Lift 50 pounds unaided
- Stand for extended periods
- Walk and perform work without a hand-held aid (e.g., cane)
- Bend, reach, squat, push, and pull
- Discern full spectrum of colors
- Ability to follow instructions and safety procedures
- Collaborate with other employees in a team environment
- Work with high degree of accuracy with minimum supervision
- Good memory for numbers
- Communicate effectively; speak understand, read and write in English
- Ability to work in a multi-tasked, fast paced environment, meeting stringent deadlines with a positive “can do” attitude.
- Good work ethics

**Skills/Knowledge:**

- Ability to operate a computer and a variety of print equipment effectively and efficiently
- Average math skills to include ability to: add/subtract/divide/multiply in all units of measure, using whole numbers/common fractions/decimals. Ability to compute rate/ratio/percentage.
- Problem solving skills
- Intermediate level mechanical aptitude
- Greet all internal and external customers with a SMILE

**Education/Training:** High School Diploma or equivalent required. Graphic arts and/or computer training helpful.

**Experience:** Reprographic and/or printing experience utilizing mid to high volume copiers preferred. Customer service experience preferred.

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. HONBLUE Inc. has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.