



# Montclair Board of Education

## Employment Application

Openings as of 9/6/2022

***Operator Reproduction Center***

JobID: 2171

**Position Type:**

Maintenance/Custodial/Operator Reproduction Center

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**Date Posted:**

8/26/2022

**Location:**

Hillside School

**Date Available:**

10/01/2022

**Closing Date:**

Until Filled

THE PUBLIC SCHOOLS  
Montclair, New Jersey

**JOB DESCRIPTION**

Position Title: Operator Reproduction Center

Responsible to: Director of Buildings & Grounds or Designee

Primary Function: Printing

Major Responsibilities: Production of forms, publications and other printed matter through the efficient operation of

off set and photocopy or laser-type reproduction or other equipment

Illustration of Key Duties: 1) Operate and maintain all equipment in the reproduction center; 2) maintain production supplies; 3) oversee the activities of others who may be assigned to the center; 4) assume other related responsibilities and duties within the context of the above major responsibilities and/or illustration of key duties.

Qualifications:

Knowledge in the use of offset press; knowledge of offset plate and negative reproduction; knowledge in the use of photocopy equipment, laser reproduction, collating, binding, stapling, etc., knowledge of job scheduling procedures; ability to accept new methods to improve performance and trade knowledge - computer skills related to key duties.

ESTABLISHED: 1979

REVISED: 1988, 5/91

FMLA regulations require all employers to post the [updated FMLA notice](#).

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