

	Classified Position Description PRINT SHOP TECHNICIAN	Initial Date: July 29, 1994 Board Approval: Revision Date: February 26, 2001 Personnel Commission: Range: 42 Reports to District Administrator
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To operate an offset press and complex copiers in the duplication of a variety of printed materials for District schools and offices; to perform a variety of bindery work; to perform preventative maintenance; to compile the district's record retention material on an ongoing basis; to relieve the district receptionist during lunch and breaks; and to deposit the district mail at the United States Post Office daily. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Positions allocated to this classification work on complex, high speed copiers and offset press requiring the knowledge and ability to properly set up and adjust assigned equipment and performs the other duties as required.

DISTINGUISHING CHARACTERISTICS:

This job class requires the ability to efficiently and properly operate assigned print shop equipment and is responsible for the accurate and timely completion of printing requests, record retention, postal delivery and receptionist relief.

REPRESENTATIVE DUTIES:

- Operates an offset press and multi-feature copiers in the duplication of a variety of printed materials.
- Performs bindery duties; cuts, staples, assembles, and boxes orders.
- Cleans and performs basic maintenance on duplication and auxiliary equipment.
- Operates folding, perforating, binding, collating, cutting, and stapling machinery.
- Receives, prioritizes, and organizes incoming work requests for printing and record retention for printing and record retention.
- Completes necessary paperwork to record and properly bill for completed work for printing and record retention.
- Orders and properly stores paper and other materials/supplies used in duplicating operations and District office operation.
- Assists staff on a variety of office machines including shredder and folder.
- Assists with all receptionist functions.

EMPLOYEE STANDARDS:

Knowledge, Skills and Abilities Required;

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of duplication processes, operations, equipment, materials, and methods.
- Knowledge of general mechanical principles.
- Knowledge of basic mathematical computations.
- Ability to operate and adjust complex, high speed, multi-feature copiers and offset press.
- Skill in operating auxiliary duplicating equipment including folding, perforating, binding, collating, cutting, and stapling machinery.
- Ability to organize, coordinate, and prioritize tasks to successfully meet timelines.
- Ability to perform basic repair and maintenance to duplicating machinery and related equipment.

- Ability to maintain accurate records and cost out jobs.
- Knowledge of chemicals, inks, plate materials and various paper stocks used in offset printing.
- Skill in performing repetitive tasks requiring constant exercise of manual skill and mental alertness while maintaining production speed.
- Ability to understand and follow both oral and written instructions.
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

- Manual dexterity and physical condition to maintain a rigorous work schedule.
- Physical demands include lifting 25-75 pounds, doing high intensity work, standing/bending for extended periods of time, pushing, pulling, twisting, turning, dexterity of hands and fingers to successfully operate equipment.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS:

Indoor print shop.

- Temperature - normal climate.
- Chemical exposure - chemicals, inks, plate materials occasionally.
- Fumes/gases/odors - occasional.

JOB PARTICULARS:

- Tools/equipment/work aids - gloves, mask.

CONTACTS:

- Daily contacts with District office staff.
- Daily contacts with teachers, administrative staff, community members and outside agency personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High school graduation or equivalent.
- Sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above.

OCCUPATIONAL CERTIFICATES/LICENSES:

- First Aid and CPR certification.
- Valid California Driver's License.
- Appropriate Automobile Insurance.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.