

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PRINT SHOP TECHNICIAN

BASIC FUNCTION:

Under the direction of the Print Shop Supervisor, operate high-speed digital copiers, computers, and related peripherals and finishing equipment in the printing and reproduction of a variety of materials for District school sites and departments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate high-speed digital copiers, computers, and related peripherals and finishing equipment in the printing and reproduction of a variety of materials for District school sites and departments; receive, schedule and assist in prioritizing printing and duplication requests and orders.

Prepare copiers for extended production runs and monitor equipment during the duplication process; review completed jobs and monitor works in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.

Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; cut, collate, staple, pad, drill, hole punch, fold, assemble and bind reproduced materials as needed; prepare and package completed projects and materials for distribution.

Estimate time and material requirements for printing projects; assist staff with developing project specifications; calculate fees; assist in assuring smooth and timely completion of projects; inspect completed projects for accuracy, completeness and compliance with quality standards.

Assist District staff with the planning, development and lay-out of printing projects; prepare, design and lay out documents; establish, develop, maintain and update library of computer files of documents and images for digital printing and reproduction; scan and file documents and materials.

Operate a variety of reprographic and finishing equipment including high-speed digital copiers, booklet makers, cutters, binders, folders, drills, padding machines, shrink wrappers, printers, scanners, computers and assigned software; stock copiers with proper paper according to project specifications.

Maintain equipment in proper working condition; clear paper jams; replace parts and toner and adjust equipment in response to minor malfunctions; perform minor repairs on duplication and other equipment as directed; report major maintenance and repair needs to appropriate personnel.

Initiate and receive telephone calls concerning assigned printing functions; greet and assist visitors; confer with staff concerning printing needs, requests, orders, deliveries and time lines; prepare, distribute and respond to a variety of correspondence.

Provide general graphic art services; arrange and lay out graphic features and copy; select type style and size, fonts, spacing of letters and text lines, placement, and size and type of photos and art work to be used according to project needs, requests and specifications.

Select appropriate equipment, settings and paper stock for projects; adjust equipment settings to enhance clarity of printed materials; prepare materials needed for processing orders.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Monitor inventory levels of printing supplies; receive, stock, assist with ordering and maintain inventory of supplies.

Package, shrink wrap and place printed materials into envelopes as needed; prepare, process and assemble booklets.

Prepare and maintain various records and reports related to projects, materials and assigned activities.

Maintain assigned areas in a clean and orderly condition.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Office duplicating processes and machines including high-speed digital copiers, computers, and related peripherals and finishing equipment.

Practices, procedures, techniques and equipment used in duplicating and high speed photocopying.

Oral and written communication skills.

Bindery procedures and equipment.

Inks, settings and paper stock used in printing.

Health and safety regulations.

Operation of a computer and assigned software.

Interpersonal skills using, tact, patience and courtesy.

Record-keeping techniques.

Basic mathematics.

ABILITY TO:

Operate high-speed digital copiers, computers, and related peripherals and finishing equipment in the printing and reproduction of a variety of materials for District school sites and departments.

Select and utilize appropriate production processes, equipment, settings and paper stock.

Receive, schedule and assist in prioritizing printing and duplication requests and orders.

Cut, collate, staple, pad, drill, hole punch, fold, assemble and bind reproduced materials.

Produce quality printed work according to established production standards.

Maintain, adjust and perform routine maintenance to equipment.

Review completed jobs and monitor works in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.

Operate a computer and a variety of specialized software.

Meet schedules and time lines.

Understand and follow oral and written instructions.
Observe health and safety regulations.
Work independently with little direction.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience operating high speed digital copiers, computers, printers and related equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.
Maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.
Constant interruptions.
Drive vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of reprographic equipment.
Sitting or standing for extended periods of time.
Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
Seeing to read a variety of materials and monitor printing operations.
Bending at the waist, kneeling or crouching.
Reaching overhead, above shoulders and horizontally.
Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.
Exposure to fumes from chemicals in a print shop.
Constant machine noise.