

PRINTING SERVICES TECHNICIAN

Grade 14

Purpose Statement

The job of Reprographics Technician (Printing Services Technician) is done for the purpose/s of managing the Printing Shop, under the general supervision of the Director of Fiscal Services; operating networked, high speed electronic duplicating equipment; implementing input through software interface and selection of print options consistent with job requirements; operating and maintaining reprographic systems to maximize quality and quantity of productivity; completing requests in accordance with work order specifications; performing routine and minor maintenance on printing presses and high speed copiers; ensuring the safe and efficient operation of reproduction equipment; and delivering completed materials within established timelines.

This job reports to Director of Business Services

Essential Functions

- Answers questions from district employees and vendors for the purpose of providing general information and status inquiries.
- Calculates resource requirements (e.g., preparation and production time and labor and material costs, etc.) for the purpose of itemizing printing costs and establishing workload priorities.
- Inspects completed jobs for the purpose of ensuring work meets requested specifications, quality standards and quantity requirements.
- Maintains office (e.g., maintaining records, filing, inventory, meeting job deadlines, etc.) for the purpose of ensuring implementation of necessary office practices.
- Maintains work production and records (manual and computer) for the purpose of projecting equipment and supply requirements and ensuring the accuracy of departmental billing.
- Manages jobs within system (e.g., sorting and manipulating jobs in printer queue, selecting print priorities, copying and deleting jobs in system file, maintaining confidentiality of printed materials, etc.) for the purpose of providing historical documentation of reprographic processes as required and ensuring compliance with all copyrighted materials rules and regulations.
- Monitors high speed, networked, electronic duplicating equipment for the purpose of ensuring a safe work environment and optimal operation of equipment required to complete work requests.
- Operates high speed, networked electronic duplicating equipment for the purpose of ensuring optimal completion of orders.
- Oversees a variety of processes (e.g., checking final output for job requirements, performing routine maintenance and minor repairs, customizing jobs, editing, receiving and preparing network reproductions, maintaining necessary records, etc.) for the purpose of ensuring optimal professional reprographic operations.
- Prepares necessary reprographic materials (e.g., assembling, storing, packaging a variety of forms,

charts, letters, booklets, instructional materials, informational data, etc.) for the purpose of ensuring necessary availability of materials upon request.

- Provides advice (e.g., clients, District personnel, etc.) for the purpose of sharing options available for composition and production of documents.
- Selects criteria for each job (e.g., ID and destination, number of prints, pages to be scanned, paper size, reduction or enlargement, cropping and masking, cutting and pasting images, etc.) for the purpose of implementing necessary criteria for each job order.
- Sets job requirements (e.g., standard and signature requests, etc.) for the purpose of entering job into system accurately.
- Troubleshoots system problems (e.g., utilizing technical guides, contacting manufacturer for technical assistance, etc.) for the purpose of ensuring optimal operation.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in reprographics operations; communicating clearly in writing and when speaking; setting up and providing necessary maintenance of high-speed electronic duplicating equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: aspects of reprographics operations including computers and high-speed photocopying equipment; general mechanical principles; office methods and terminology; printing concepts and terminology; bindery processes; and troubleshooting.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; displaying mechanical aptitude; providing customer service; evaluating job requirements; detecting and analyzing equipment problems and malfunctions and taking corrective action; working with frequent interruptions; performing warehousing responsibilities; work independently; self-starter; internally motivated; and maintaining cooperative working relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in varying atmospheric conditions.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): High school diploma or equivalent.

Equivalency: Training equivalent to the completion of twelfth grade; two-three years' experience in a printing environment; technical training in reprographics.

Required Testing

None Specified

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

High Speed Copier Equipment Certificate

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job