

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Printing Technician C

Pay Table: Support

Pay Grade: 7

FLSA Status: Non-Exempt

Job Code: 662

Reports to: Printing Manager

JOB SUMMARY

Under the general supervision of the Printing Manager, the Printing Technician C operates the Xerox Docutech, programming the job specifications, adjusting and maintaining the equipment, loading and unloading paper and printed material, and maintaining the machine.

ESSENTIAL JOB FUNCTIONS

- Scans originals of jobs (75% are hard copy). Also calls up and runs Internet jobs and jobs from disks. "Cleans up" jobs if necessary (formats, reduces, enlarges, positions, etc.).
- Assists with receiving of print jobs from Internet and making minor changes to job.
- Programs printing specifications into Docutech computer (i.e., job identification, destination, quantity, output, side and orientation, paper description, enlargements, image quality).
- Sets up, adjusts and maintains back end of machine (booklet maker). Changes plates, adjusts stitcher, trimmer, folder, etc.
- Loads different types of paper and other supplies into machine (toner, wire, tape, oil, etc.).
- Unloads printed job. Places in boxes for pickup by client. May assist with binding of printed materials.
- Designs documents for printing and assists customers with design issues.
- Assists with customer service at counter and on telephone.
- Assists with preparation of bids for jobs.
- Clears paper jams in machine.
- Contacts repair technician as required for machine malfunctions.
- Provides machine usage numbers to vendor representative.
- Maintains informal inventory of paper and supplies. Gives order to manager or may personally order supplies.
- Assists with maintenance of printing logs (date received, when order is due, etc.).
- Assists with putting supplies away. Unloads supplies.
- Assists in supervising part-time and temporary employees.

- Cleans and maintains work area and equipment.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- One (1) year of experience in working with copying equipment and in general print shop operations.
- Xerox certification to operate Docutech machine desirable. Training can be obtained after employment if necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Ability to operate personal computer.
- Knowledge of basic print shop equipment operations.
- Ability to use or repair small equipment.
- Ability to prepare or process purchase orders.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, repetitive motion, speaking, standing and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

The Davis School District has the right to revise this position description at any time.