

## 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.*

<b>Job Title:</b>	<b>Printing Technician A</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	9
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	660
<b>Reports to:</b>	Printing Coordinator

### **JOB SUMMARY**

Under the general supervision of the Printing Coordinator, the Printing Technician works with customers to understand their documents, graphics, and signage needs. Designs and creates graphics files to meet customers' needs. Operates printing equipment and provides general support for the Printing Department.

### **ESSENTIAL JOB FUNCTIONS**

- Receives orders in person or from online management software; reviews orders for required processes and customer expectations.
- Designs documents for printing and assists customers with design issues and ideas.
- Designs and creates graphic files using vector-based design programs.
- Sees jobs through from pre-production to delivery in an efficient manner.
- Operates printing equipment, ensuring that correct materials are used and customer specifications are met.
- May assist with binding of printed materials.
- Assists with customer service at counter and on telephone.
- Assists with preparation of bids for printing jobs.
- Contacts repair technician as required for machine malfunctions.
- Maintains informal inventory of paper and supplies. Gives order to coordinator or may personally order supplies.
- Assists with unloading and putting supplies away.
- Assists coordinator, part-time and temporary employees, as needed.
- Cleans and maintains work area and equipment.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- One (1) year of experience working with copying equipment and in general print shop operations preferred.
- Experience in pre-press/pre-flight preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic principles of design, including layout & composition, typography, color theory, balance, and current design trends.
- Solid computer skills with working knowledge of MS Office, Adobe Creative Suite (especially Illustrator), Photoshop, Acrobat Pro, and Corel Draw
- Strong interpersonal communication skills and the ability to interact positively with customers.
- Strong organization skills to manage multiple projects.
- Excellent time management and prioritization skills.
- Ability to read, write and perform basic mathematical calculations.
- Knowledge of basic print shop equipment operations.
- Ability to use or repair small equipment.

**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 dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs. The environment may periodically have unpredicted requirements or demands.

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