

JOB DESCRIPTION
San Diego County Office of Education

GRAPHICS/PRINTING TECHNICIAN

Purpose Statement:

Under general supervision, operates and maintains various pieces of high-speed digital printing equipment in the reproduction of a wide variety of materials and products; assists with other Graphic Communications operations as needed.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Distinguishing Characteristics:

The Lead Graphics/Printing Technician is distinguished from the Graphics/Printing Technician in that the former leads and participates in production within the printing facility, whereas Graphics/Printing Technician performs duties in the operation of equipment for the printing or reproduction of materials.

Essential Functions:

- Engage in printing operations and perform activities including the printing and reproduction of a variety of materials for the San Diego County Office of Education and external departments and agencies.
- Operate and maintain high-speed digital copiers, wide-format flatbed and roller unit printing equipment, computers, and related peripheral printing and finishing equipment in the printing and reproduction of a wide variety of various materials and products.
- Program, operate, and maintain large scale CNC equipment using a wide variety of tools on various material.
- Program, operate, and maintain laser equipment for the purpose of engraving and cutting.
- Operate and maintain various post-press and bindery equipment.
- Collaborate with clients to define print project expectations and outcomes, offering service and guidance based leading industry best practices and standards, according to project

needs, requests, and specifications.

- Utilizes microcomputers with word-processing, layout and design utilities software to originate a variety of basic graphic composition jobs.
- Assist customers with the planning, development and layout of printing projects;
- Prepare, design, and layout documents.
- Digitize analog copies into digital files using a computer workstation for both color and black-and-white copies.
- Prepare equipment for extended production runs, and monitor equipment and materials during the printing or duplication process.
- Review work orders for quantity, materials, and special handling; optimize work requests for equipment and staff utilization.
- Determine and load appropriate paper; assure proper toner, ink and water levels are maintained for accurate color, balance and registration; assure proper application of paper weights and sizes, digital printing processes, and related specifications.
- Inspect completed projects and on-line orders for accuracy, completeness, and compliance with quality standards.
- Perform basic maintenance tasks on assigned equipment and monitor production supplies and materials.
- Perform minor repairs and adjustments on printing and peripheral equipment to ensure proper functioning.
- Monitor and maintain inventory levels; order, receive, and stock supplies for print production equipment.
- Assist with monitoring the Digital Store Front; review incoming orders, provide pricing, audit job tickets, and ensure order accuracy.
- Trim, weed, mount, install posters, banners, vinyl logos, and signs.
- Prepare and package completed projects and materials for distribution or shipping.
- May drive a vehicle to deliver printing orders.

Other Functions:

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

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Practices, procedures, techniques, equipment, and supplies used in printing and reproduction of a variety of materials.

High-speed digital copiers, wide-format printers, computers, and related peripherals and finishing equipment.

Bindery procedures and equipment.

The operation of programmable full hydraulic paper cutters and related bindery equipment and computer software.

Operation of a computer and assigned software.

English grammar, spelling, punctuation, and usage.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness.

Practice cultural competency while working collaboratively with diverse groups and individuals.

Operate high speed digital copiers, wide-format printing equipment, laser engravers, computers, and related peripherals and finishing equipment in the printing and reproduction of a variety of materials and products for the San Diego County Office of Education and external departments and agencies.

Plan workloads and meet deadlines.

Make minor repairs and maintain equipment.

Work under pressure.

Work well with staff and customers.

Follow oral and written instructions.

Working Environment:

ENVIRONMENT:

Large-scale print shop.

Persons in this class are required to work in a consistently noisy environment.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; lift and carry materials and paper stock weighing up to 60 pounds; possess dexterity of hands and fingers to operate assigned equipment; stand, walk, bend, stoop, twist, push, pull, kneel, and squat for extended periods of time; reach overhead, above the shoulders and horizontally, to retrieve and store materials. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: High School Diploma or equivalent; and

Experience: One year of work experience requiring the operation of digital printing or related duplicating equipment; or

Equivalency: A combination of education and/or experience equivalent one year of work experience requiring the operation of digital printing or related duplicating equipment.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training
N/A

Clearances
Criminal Justice Fingerprint/Background
Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 046

Personnel Commission Approved: 07/04

Revised: 07/2009, 06/2024