

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**LEAD 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 pre-production and post-production operations as needed.

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**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:**

- Organize, lead and participate in printing operations and activities including the printing and reproduction of a variety of materials for the San Diego County Office of Education and external departments and agencies.
- Lead the operation and maintenance of 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 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.
- Establish and maintain printing timelines and priorities in line with established standards, practices, policies, and procedures.
- Provide training and work direction to assigned printing staff including work methods,

techniques and compliance with applicable standards and specifications, ensuring adherence to standards and safety procedures.

- 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.
- Coordinate project orders, customer service, and personnel to meet printing needs and timelines.
- Utilizes microcomputers with word-processing, layout and design utilities software to originate a variety of basic graphic composition jobs.
- Coordinates and performs document scanning using a variety of techniques and equipment.
- Reviews work orders for quantity, materials, and special handling; optimize work requests for equipment and staff utilization.
- Estimate production time and material requirements for jobs; assist clients and printing staff with developing project specifications and ensuring timely completion.
- Inspect completed projects and online orders for accuracy, completeness, and quality compliance.
- Perform basic maintenance tasks on assigned equipment and monitors production supplies and materials.
- Perform minor repairs and adjustments on printing and peripheral equipment to ensure proper functioning.
- Monitor and maintains inventory levels; order, receive, and stock supplies for print production equipment.
- Oversees and updates the Digital Store Front; review incoming orders, provides pricing, audit job tickets, and ensure order accuracy.
- Conduct research and training on new technologies and operations; and establish new, and improve current, production procedures and standards of operation.
- Serve as a point of contact in the absence of the manager.
- Serve as the lead point of contact for external district-wide print service accounts.
- May drive a vehicle to deliver printing orders.

**Other Functions:**

- Replaces parts as needed
- 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.

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

Graphic design editing software to maximize print production yields using imposition and tiling strategies.

Operation of a computer and assigned software.

Oral and written communication skills.

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

Operate digital color high speed copiers using computer work station;

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;

Train co-workers;

Work effectively independently and as part of a team with minimum supervision;

Organize and prioritize work for Print Technicians, Bindery Workers, limited term staff and student assistants.

Exercise appropriate judgment in making decisions;

Demonstrate attendance sufficient to complete the duties of the position as required.

#### **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; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store materials; lift light objects. 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 to training and experience equivalent to 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 050

**Personnel Commission Approved: 07/24/2004**

Revised: 07/09; 06/14; 09/16; 07/2024