

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINT REPRODUCTION/WAREHOUSE WORKER

BASIC FUNCTION:

Under the supervision of the Reprographics/District Warehouse Manager, perform various duplication activities by operating a photocopier and other related material reproduction equipment. Perform a variety of computerized recordkeeping, inventory control, requisition processing and filling, material and records storage and retrieval, and loading and unloading of trucks. Operate a District vehicle to transport various supplies and equipment. Please note this position will be split approximately 50% Warehouse and 50% Print Center depending on workload needs.

REPRESENTATIVE DUTIES:

Print Reproduction

Operate a digital high-speed copier and related bindery and finishing equipment to perform routine duplicating duties, including folding, cutting, padding, drilling, stapling, and booklet making.

Sort, count, collate and package printed materials; properly label items for delivery and file completed paperwork.

Operate a variety of office equipment including a computer and assigned software; email, receive, log and scan reprographic jobs into computer; process computerized jobs.

Receive and review work request forms; determine printing requirements; communicate with school and District staff regarding reprographic needs, job instructions and completion time lines.

Complete work request forms; assist customers in the planning of reprographic jobs; estimate cost of work orders as requested.

Responds to inquiries; provide information regarding reprographic services and status of jobs.

Operate laminating and wide format equipment.

Stock paper and finishing supplies for duplication services and notify supervisor when supply levels need to be re-ordered.

Answer telephones, provide general information, and perform clerical tasks related to duplicating, warehouse and delivery services.
Deliver printed materials throughout the District Office and school sites.

Perform other duties as assigned related to job description.

Warehouse & Delivery

Receive and process requisition orders and prepare items for delivery quickly and accurately; load and unload stock items.

Verify items against packing slip invoices and purchase orders; report and follow up on any discrepancies.

Perform computerized and manual record keeping tasks.

Drive District vehicle to deliver a variety of materials to school sites and other locations.

Load and unload delivery trucks; and operate fork lift and pallet jack as needed.

Assist in periodic and annual inventories including fixed asset tagging and maintain accurate, current files and records.

Maintain storage, duplication, warehouse and outside areas in a clean, safe and orderly condition.

Receive telephone calls and provide information related to warehouse items and activities as required.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern methods, techniques and procedures of quantity materials reproduction and printing.

Ordering materials and pricing for jobs.

Methods, equipment and materials used in warehousing operations.

Proper methods of loading and unloading delivery vehicles.

Proper lifting techniques, methods of receiving, storing and issuing supplies, books, equipment and food.

Basic inventory methods and practices.

Basic math.

Computer operations and relevant software applications.

ABILITY TO:

Understand and follow oral and written directions.

Prioritize daily tasks and meet deadlines.

Set up and operate copiers and other related reproduction equipment with speed, accuracy, and precision.

Compile and maintain accurate records and reports.

Use internet and email.
Make minor mechanical adjustments to equipment.
Operate a wide variety of office machines including copier, laminating and poster making equipment, telephone, fax, and computer.
Accurately estimate and plan material production time and material costs.
Answer phone and interact with staff/vendors in a polite and courteous manner in order to establish and maintain cooperative working relationships.
Perform computerized and routine clerical duties involved in warehousing and storekeeping.
Perform moderately heavy physical labor, including loading and unloading in a safe manner using a forklift and/pallet jack or other mechanical loading equipment.
Operate large delivery truck with lift gate, making frequent stops and deliveries; and learn delivery routes.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency. Previous experience working photocopier machines and related experience needed to perform quantity production work preferred or one year experience in warehouse distribution, including the operation of a delivery vehicle.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid driver license required.
Must use safety equipment designated for this position. Participate in District in-service training as required.

WORKING CONDITIONS:

While performing the duties of this position, the employee regularly works in a warehouse environment. Employees will also work in an outdoor environment and is subject to seasonal heat, cold and adverse weather conditions as they drive vehicles and make deliveries. The employee may be exposed to fumes, dust and odors, and work at heights within the warehouse environment. The employee regularly works with high speed copiers and related duplication equipment as well as with moving mechanical equipment including forklift and pallet jack. The noise level in the environment is usually moderate and occasionally will be very loud.

Physical Demands

The physical demands of this position include walking and standing for extended periods of time and the use of hands and fingers to operate and repair specialized equipment. Employees will frequently bend at the neck and trunk while performing the duties of this job and will work near moving mechanical parts and motorized equipment to load/unload or move materials. Heavy physical labor involving the lifting, carrying, pushing and pulling of heavy objects is required.

The employee must regularly lift and/or move up to 50 pounds without assistance. Reaching overhead, above the shoulders and horizontally with hands and arms is required as is bending at the waist, kneeling and crouching. The employee is occasionally required to climb ladders to reach supplies and equipment and balance, stoop, kneel, crouch, or crawl. The employee is regularly required to use hands to operate a computer and various warehouse equipment. Hearing and speaking abilities to exchange information and vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect print shop equipment and work product. The employee must be able to hear and speak to receive and exchange information.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

