

## **SUNNYVALE SCHOOL DISTRICT**

**March 2016**

### **CLASS TITLE: PRINTING/MAILROOM TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, perform skilled and responsible functions in the operation of a high speed copier with binding and finishing capabilities; assist staff in planning and developing printing projects; receive sort, route and meter District mail.

#### **ESSENTIAL DUTIES:**

Perform skilled and responsible functions in the reproduction of a wide variety of printed materials, including bulletins, charts, drawings, graphs, booklets and other printed matters. Perform Digital formatting, production and distribution.

Operate a high speed copier and other related equipment such as a paper cutter and binding machines for the high volume reproduction and distribution of a variety of materials for the District and staff; replenish paper and ink as necessary.

Collate, assemble, hole punch, fold, bind and staple reproduced materials; cut and finish printing projects; prepare finished jobs for delivery; arrange for delivery or deliver completed jobs to various District sites.

Receive, schedule and prioritize printing orders and operations; communicate with school and District personnel regarding printing needs and time lines; assist personnel in the planning and development of printing jobs.

Maintain equipment in efficient working order; make simple adjustments and diagnose problems; notify appropriate personnel of malfunctions as necessary; confer with vendors regarding equipment maintenance as necessary.

Maintain inventory according to established guidelines; requisition supplies and materials; stock shelves.

Pickup, deliver, receive, sort and distribute incoming and outgoing District, site and County mail, packages, and educational supplies; meter outgoing mail from the District office and schools; maintain records of mail charges.

Maintain a variety of records related to printing orders and equipment usage and repair.

Maintain cleanliness of District vehicle.

Assist with the set up and tear down of equipment for all District Office events.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation and maintenance of duplicating machines and related equipment.  
Principles, processes and equipment used in duplicating and high speed photocopying.  
Inks and paper stock used in printing.  
Record-keeping techniques.  
Oral and written communication skills.  
Basic inventory methods and practices.  
Health and safety regulations.  
Interpersonal skills using, tact, patience and courtesy.  
Basic math.  
Postal regulations.

**ABILITY TO:**

Operate and maintain a high speed copier and related bindery and finishing equipment.  
Adjust and perform routine maintenance to equipment.  
Produce quality printed work according to established production standards.  
Understand and follow oral and written instructions.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Receive, sort and route incoming and outgoing mail.  
Maintain records related to assigned activities.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Observe health and safety regulations.  
Complete work with many interruptions.  
Operation of office machines including a computer and specified software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of responsible experience operating high speed copiers and related equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Noise and fumes from equipment operation.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate printing equipment.  
Standing for extended periods of time.  
Lifting, carrying, pushing or pulling moderately heavy objects, up to 50 pounds.  
Bending at the waist, kneeling or crouching to retrieve and store supplies.  
Seeing to read a variety of materials and repair machines.

Hearing and speaking to exchange information.

**HAZARDS:**

Working around or with machinery having moving parts.

Chemicals used in the printing process.

**TERMS OF**

**EMPLOYMENT:**

Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.