

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: GARMENT/MERCHANDISE GRAPHICS OPERATOR (Range 12)

BASIC FUNCTION:

Under direction of the Manager of Publications perform, operate and maintain equipment that prints and processes materials such as shirts, hats, pens, and other items. Provide office support and information to customers, order supplies, maintain equipment, file and maintain routine records.

REPRESENTATIVE DUTIES:

Operate and maintain embroidery equipment, screen printing and heat transfer equipment to process printed materials such as shirts, hats and other items. Design, proof and sew out logos needed from computer programs. *E*

Cut, collate, bind, fold, stitch, punch, pad, glue, and wrap printed materials according to established work orders. *E*

Load and unload copiers. *E*

Answer phones and provide information regarding jobs, billing and delivery; order supplies as needed. *E*

Assure quality control and shipping procedures. *E*

Operate a computer to track jobs and costing information. *E*

Adjust equipment as needed to maintain specific high quality work to include tight register work. *E*

Train student workers, part time employees, or substitutes when the demand calls for extra assistance. *E*

Assist other employees with Bindery work and paste up as needed. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of process equipment used in embroidery, item imprinting, screen printing, heat transfer, and other techniques.

Proper operation of embroidery, screen printing and bindery machines and equipment.

Oral and written communication skills.

Basic math skills.

E=Essential duties

Garment/Merchandise Graphics Operator implemented per Reclassification Committee on 4/10/06

Proper lifting techniques.
Other related technical aspects of the field.
Record keeping techniques.

ABILITY TO:

Lift heavy object/boxes.
Operate a variety of screen printing equipment.
Operate a variety of embroidery and heat transfer equipment.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two (2) years experience in the field of screen printing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Noise from equipment operation.

PHYSICAL ABILITIES:

Lifting and moving heavy boxes.
Dexterity of hands and fingers to operate assigned equipment.
Seeing to read and process various materials.
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.

HAZARDS

Exposure to various photographic developing and cleaning chemicals and associated fumes.