

JOB DESCRIPTION
San Diego County Office of Education

PRINT SHOP WORKER

Purpose Statement:

Under general supervision, performs a full range of bindery and print support assignments requiring the operation of a variety of finishing equipment; supports document scanning and digital archiving processes; assists with large-scale conference setups and custom installations; manages warehouse operations and inventory; coordinates deliveries and shipping/receiving for the department; enters order status updates into the online ordering system; services related bindery equipment.

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.

Essential Functions:

- Operates a variety of bindery equipment such as automatic folder/sealer/tabber, heavy duty full hydraulic power paper cutter, multiple head power paper drill, heavy duty stitcher, Baum air fed folder, Duplo finishing equipment, perfect bookbinder, multi-station envelope inserter, punching and plastic binding machines, and all other related equipment to perform assigned tasks.
- Assembles and inserts printed materials according to work orders.
- Wraps packages of finished material by hand or using a wrapping machine.
- Delivers and/or picks up completed jobs using SDCOE carts, dollies, vans, cars or box trucks
- Prepares and maintains bindery equipment for daily use including changing, replacing and sharpening parts as well as troubleshooting equipment problems.
- Receives, unloads, and verifies incoming deliveries; stocks and organizes supplies; delivers

materials to technicians and maintains accurate inventory levels.

- Maintains inventory for SDCOE-branded items in the online store; monitors stock and provides manual inventory updates to appropriate staff for restocking.
- Operates power jack pallet and forklift.
- Processes forms including padding and trimming for order completion.
- Collaborates with department staff and clients to ensure high-quality service and timely completion of requests.
- Enters job status updates and detailed completion notes into the department's online ordering system for tracking and communication purposes.
- Supports event setups, including the installation of signage, window applications, and floor decals while coordinating with site staff to ensure compliance with safety and accessibility requirements.
- Installs custom window treatments, including measuring installation areas, cutting materials to size, selecting appropriate tools and methods, and ensuring precise application.
- Prepares and scans a variety of documents for bulk digital archiving; maintains scanned documents securely until scheduled shredding.

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:

Operation and maintenance of bindery equipment

Bindery tools and their uses

Copy operation processes

Window installation techniques

Forklift and pallet jack operation

Principles, procedures, methods and practices used in modern print production environment

Computerized inventory control systems (incorporated in PSP)

Safe work practices and procedures

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;

Follow oral and written instructions;

Quickly learn to operate forklift, pallet truck, shredder, vans, heavy trucks, and other related equipment;

Quickly learn the setup, operation and maintenance of bindery equipment;

Operate a computer and learn to use specialized software (PSP);

Maintain scanned documents and other records and files;

Work safely according to established practices and procedures;

Establish and maintain effective and cooperative working relationships with co-workers, other departments, outside agencies and the general public;

Perform simple arithmetic computations;

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

Organize and prioritize work;

Exercise appropriate judgment in making decisions;

Maintain confidentiality of information (Critical for scanning student records);

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

Complete routine tasks thoroughly, accurately and with attention to detail;

Follow step-by-step troubleshooting guides and simple diagrams;

Maintain a high level of care and thoroughness in handling details of a task;

Accept and adjust to changes;

Understand and follow oral and written directions;

Complete work despite frequent interruptions

Working Environment:

ENVIRONMENT:

Large-scale printshop. Continuous exposure to a noisy environment. This assignment includes delivery duties. Persons in this class may be asked to accommodate a flexible work schedule.

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; lift and carry materials and paper stock weighing up to 85 pounds; operate a forklift and hydraulic palette jack; possess dexterity of hands and fingers to operate assigned equipment and/or computer and other office equipment; walk, stoop; twist, push, pull, kneel, bend at the waist, and squat for extended periods of time; reach overhead, above the shoulders and horizontally, to retrieve and store materials and/or files; lift light objects. All

requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

- Education: Graduation from high school or equivalent; and
- Experience: Two years of experience performing bindery or copying operational services in a production environment; One year of vocational training in a centralized graphic reproduction shop is desirable; or
- Equivalency: A combination of education and/or experience equivalent to graduation from high school or equivalent; and two years of experience performing bindery or copying operational services in a production environment. One year of vocational training in a centralized graphic reproduction shop is desirable.

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 043

Established: 06/2025

Personnel Commission Approved: **June 18, 2025**