

PRINTING SERVICES TECHNICIAN

JOB SUMMARY

Under immediate supervision of an assigned administrator, performs production level volume output by operating digital printing copiers, including wide format and print finishing services.

DISTINGUISHING CHARACTERISTICS

The Printing Services Technician classification differs from that of the higher level Printing Services Coordinator in that the technician maintains production flow, print quality, and equipment, performing maintenance or placing service calls as needed, while the Coordinator consults and coordinates with customers on projects and lead times, maintains inventory levels, annual budgeting, monthly reporting, vendor relations, and administers the digital order website.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Operates digital production copiers, finishing equipment such as Coil/Comb/Velo or tape binding, booklets, folding, cutting, drilling, scoring/perforating, padding, laminating, trimming and mounting;
- Uses and manipulates Adobe Acrobat, Photoshop, Illustrator, Indesign and Typography to design, create and pre-flight documents for printing;
- Uses internet and email systems to organize digital workflow and file storage for the digital print systems;
- Adds and programs printers for required media and makes minor adjustments to insure accurate operation and ensure superior quality as needed;
- Assists in machine preventive maintenance program, cleaning or replacing of components as necessary, including minor repairs;
- May utilize technical guides and/or contact manufacturers for technical assistance;
- Assists in customizing jobs on request;
- Facilitates delivery of District completed jobs;
- Operates a variety of computer terminals and systems;
- Keeps records of numbers of copies made and costs;
- Assists in preparation of reports, distributes, and/or delivers completed jobs;
- Performs other related duties as needed.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: Equivalent to graduation from high school. Courses in computer technology, reprographics and graphics design.

Experience: Previous experience working in a printing environment or related experience which produces the following knowledge, skills and abilities.

Knowledge of:

- Basic methods of processes and materials used in large volume duplicating;
- Math to calculate enlargement/reduction proportions and order quotes;
- Recordkeeping methods and procedures;
- Safe operation and production capabilities of digital production equipment;
- Basic design and layout of visual material for business cards, envelopes, forms, reports, pamphlets, booklets and educational material;
- Printing concepts and terminology;
- Bindery terms and procedures;
- Basic graphic arts techniques and terminology.

Ability to:

- Follow oral and written directions;
- Compile and maintain accurate records and reports;
- Plan and layout jobs;
- Tell time in order to calculate production completion times;
- Maintain cooperative and effective working relationships with other employees and administrative personnel;
- Make minor mechanical adjustments to equipment;
- Multi-task to meet deadlines;
- Evaluate job requirements and costs and determine best method for optimum output;
- Exert moderate physical effort such as standing, bending, kneeling, crouching, lifting, carrying, moving, pushing, reaching, pulling of heavy objects and lifting.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this maintenance worker/tradesperson category. Reasonable accommodations may be made to enable individuals to perform the

essential functions of a specific position. These physical standards are generic in nature and tasks may vary depending on specific trade and or specialized work assignment.

Work Environment: While performing the duties of this job, the employee regularly works in a print shop environment. The employee will work near or with moving mechanical equipment such as digital printing machines, high-speed copiers and related equipment. The employee must be able to meet deadlines with severe time constraints. Noise level in the work environment is usually moderate and occasionally will be very loud. There will also be exposure to fumes and chemicals used in the printing process.

Physical Demands: The physical demands of this position include frequent standing for extended periods of time and the use of hands and fingers to operate and repair specialized equipment. The employee frequently is required to reach with hands and arms to operate vibrating machinery. The employee frequently must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, 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. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Personnel Action	Personnel Action Date
Approved by the Personnel Commission:	2/6/02
Revised by the Personnel Commission:	7/25/22