

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: PRINTER

BASIC FUNCTION:

Under the direction the Director – Food Services/Warehouse, operate a variety of print shop equipment for the duplication of high quality materials for the District.

REPRESENTATIVE DUTIES:

Operate a variety of print shop equipment, including offset presses, photocopiers and others; schedule and prioritize work. *E*

Operate a variety of duplication machines and peripheral equipment in the reproduction of printed materials, such as bulletins, school newspapers, books, manuals and other printed materials for the District. *E*

Prepare materials and equipment for work to be performed; select appropriate ink and paper size; load paper into photocopy equipment and presses. *E*

Apply ink and adjust rollers. *E*

Perform a variety of print shop functions; operate bindery and other related equipment as necessary. *E*

Estimate time and labor cost; maintain inventory and order materials and supplies according to established procedures; maintain records of materials used and number of jobs completed. *E*

Perform a variety of related printing functions; collate, cut, drill, bind and paste-up work according to job requests. *E*

Clean and maintain equipment in efficient working condition; make minor repairs and routine adjustments as necessary.

Provide a variety of technical assistance to District personnel as needed.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Department Secretary works under the direct supervision of the Director/Department Administrator. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Operation, equipment and materials used in the printing trade.
General bindery procedures and equipment.
Uses and techniques of various art forms and graphic arts.
Ink and paper stock.
Print shop inventory methods and practices.

ABILITY TO:

Operate and maintain offset presses and other photocopiers and other equipment used in reproduction activities.
Learn department and program objectives and goals.
Meet schedules and time lines.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationship with others.
Apply ink and other chemicals according to established procedures and specifications.
Work cooperatively with others.
Operate, service and make minor repairs and equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and one year of experience in the operation of duplicating and related equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment; subject to noise from equipment operation and fumes from ink and cleaning compounds.

PHYSICAL ABILITIES:

Lifting heavy boxes of paper; dexterity of hands and fingers to operate a variety of print shop equipment; standing for extended periods of time; bending at the waist; carrying, pushing or pulling; seeing to proof completed work; hearing and speaking to exchange information.

HAZARDS:

Chemical fumes.

Legal Reference: California Education Code, sections 45103, 45109

Policy Adopted: November 15, 1988

Policy Revised: April 4, 1995