



Sunnyvale School District
Position Title: Printing Mailroom Technician

Work days/month: 260 days / 12 months

Salary: Range 27 (<https://www.sesd.org/Page/719>)

Basic Functions:

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 & Responsibilities:

1. Perform skilled and responsible functions in the reproduction of a wide variety of printed materials, including bulletins, charts, drawings, graphs, booklets, and other printed matter; perform digital formatting, production, and distribution.
2. Operate a high-speed copier and related equipment (paper cutter, binding machines) for high-volume reproduction and distribution; replenish paper and toner as necessary.
3. Collate, assemble, hole punch, fold, bind, and staple materials; cut and finish printing projects; prepare finished jobs for delivery; arrange or complete delivery to District sites.
4. Receive, schedule, and prioritize printing orders; communicate with District personnel regarding needs and timelines; assist in planning and development of printing jobs.
5. Maintain equipment in efficient working order; make simple adjustments and diagnose problems; notify appropriate personnel of malfunctions; coordinate with vendors as needed.
6. Maintain inventory; requisition supplies and materials; stock shelves.
7. Pick up, deliver, receive, sort, and distribute District and County mail, packages, and supplies; meter outgoing mail; maintain records of mail charges.
8. Maintain records related to printing orders, equipment usage, and repairs.
9. Maintain cleanliness of assigned District vehicle.
10. Assist with setup and teardown of equipment for District Office events.
11. Display U.S. and California state flags according to protocol.
12. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
13. Perform other related duties as requested by the supervisor.

Knowledge:

1. Operation and maintenance of duplicating machines and related equipment.
2. Operation of office machines, including computers and relevant software.
3. Principles, processes, and equipment used in duplicating and high-speed photocopying.
4. Record-keeping techniques.
5. Basic inventory methods and practices.
6. Postal regulations.
7. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
8. Basic computer skills including email and district applications.

Abilities:

1. Operate and maintain high-speed copiers and finishing equipment.
2. Adjust and perform routine maintenance on equipment.
3. Produce quality printed work according to production standards.
4. Receive, sort, and route mail.
5. Maintain accurate records.
6. Follow health and safety regulations.
7. Complete work despite frequent interruptions.
8. Communicate professionally and clearly both verbally and in writing.

9. Work cooperatively with diverse staff, students, and community.
10. Follow verbal and written instructions with minimal supervision and use good judgment.
11. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
12. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities

Education and Experience:

1. Possess a high school diploma
2. Two years of responsible experience operating high-speed copiers and related equipment preferred.

Required Licenses & Certificates:

1. A valid driver's license.
2. Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:**1. Environment:**

1. Office environment.
2. Exposure to noise, heat, and odors from equipment operation.
3. Outdoor environment when required.
4. Constant interruptions
5. Driving a vehicle to conduct work.
6. Visit various school sites and departments as needed.

2. Physical Requirements:

1. Visual acuity to read a variety of materials in both print and digital formats.
2. Auditory ability to exchange information.
3. Sitting/standing for extended periods
4. Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
5. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
6. Lifting, carrying, pushing, or pulling moderately heavy objects, up to 50 pounds.

3. Hazards:

1. Working around machinery with moving parts.
2. Exposure to chemicals used in the printing process

Terms of Employment:

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

Evaluation

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).