



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**PRINT SHOP TECHNICIAN**

**DEPARTMENT/SITE:** Purchasing/Print Shop

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 23

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director - Purchasing

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general supervision of the Director of Purchasing, the Print Shop Technician assists and provides support to the District's printing needs with specific responsibilities for completing requests in accordance with work order specifications; operates and performs minor and routine maintenance on a wide variety of equipment used in a print shop setting to produce requested products; ensure the delivery of completed materials within established timelines. The incumbents in this classification provide the school community with production and delivery of printed materials which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are responsible for completing printing requests to meet work order specifications and established timelines. This class differs from the Print Shop Technician - Lead class that plans and organizes the operations of the District Print Shop in order to meet the District's reproduction, printing needs, and timelines.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Answers phones and greet visitors; responds to questions from district employees and vendors providing general information, cost estimates and/or status inquiries.
- Assists with a wide range of media and use of graphic design software to provide flexibility on all printing needs of district personnel, when needed.
- Assists in meeting the deadlines of printing requests to ensure the prompt response to and delivery of printed materials to school sites and administrative departments.
- Assists the Director of Purchasing on special projects as assigned.
- Assists with inventory procedures as assigned; stock shelves and storage facilities with print shop supplies; maintains print shop in a clean and safe condition.
- Operates a wide variety of print shop equipment and tools (e.g., computers and related peripherals, copiers, staplers, thermal binding, spiral binding, stitching machine, large paper cutting machine, crimping pliers) to complete printing requests from district personnel.
- Participates in unit meetings, in-service training, and workshops to convey and/or gather information required to perform job functions and for ongoing professional development.
- Performs preventative maintenance and minor repairs highspeed copying machines, equipment, tools, and supplies; maintains work area to ensure a safe work environment and the availability of equipment and supplies required to complete work requests.
- Prepares and prioritizes jobs according to requested requirements (e.g., printing, collating, cutting, stapling, binding, packaging) and packages jobs for distribution to school site or administrative department.

- Schedules requests for duplicating services received from school site staff (e.g., bulletins, newsletters, booklets, and special requests) and ensures availability of completed materials by requested completion date.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Practices, processes, procedures, techniques, and equipment used in duplicating and high-speed photocopying, and finishing
- Basic math, including calculations using fractions, percentages, and/or ratios
- Read a variety of manuals, write documents following prescribed formats, and /or present information to others
- Understand complex, multi-step written and oral instructions
- Oral and written communication skills
- Use correct English usage, grammar, spelling, punctuation, and vocabulary
- Office procedures and purchasing procedures, practices, methods, and terminology
- District organization, operations, practices, objectives, and goals
- Operation of a computer, related peripherals, and standard office and graphic design software (e.g., Google Suite, Word, Excel, Publisher, Photoshop, Illustrator)

### **Skills and Abilities to:**

- Adhere to safety practices and protocols
- Operate equipment used in reprographics operations, including computers and assigned software, and high-speed photocopying and finishing equipment
- Practices, procedures, materials, and equipment involved in processing photos/bookbinding
- Produce quality printed work according to established production standards
- Create journals, data sheets, and computer documents
- Prepare and maintain accurate records
- Gather and/or collate data
- Consider a variety of factors when using equipment (e.g., appropriate production processes, equipment, settings, and paper stock)
- Work with data utilizing defined and similar processes
- Work effectively with a diversity of individuals and/or groups
- Problem solve with data and equipment
- Meet deadlines and schedules, and set priorities
- Provide excellent customer service
- Maintain effective working relationships
- Read, understand, and follow both oral and written directions effectively in English
- Communicate effectively and courteously with contacts within and outside the District
- Work independently with frequent interruptions
- Strong interpersonal and communication skills
- Use technology applicable to role and to access information necessary to complete daily responsibilities

## **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High school diploma or equivalent.

**EXPERIENCE REQUIRED:**

One (1) year of printing and duplicating work experience in a print shop or duplicating center environment.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to district sites to deliver printed materials, as needed.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam (D) through District's provider at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed in a print shop environment and hazards such as driving a vehicle, working around or with machinery having moving parts, and constant exposure to fumes or odors from chemicals and machine noise in a print shop
- Dexterity of hands and fingers to operate a variety of reprographic equipment
- Sitting or standing for extended periods of time
- Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Seeing to read a variety of materials and monitor printing operations
- Bending at the waist, kneeling, or crouching
- Reaching overhead, above the shoulders, and horizontally
- Hearing and speaking to exchange information