

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Print Shop Technician Lead

Classification: Classified

Department/Site: Purchasing

Salary Schedule: Classified

Reports to: Director of Purchasing

Salary Range: 30

FLSA: Non-exempt

PURPOSE STATEMENT

Under direction, Print Shop Technician Lead, plans and organizes the operations of the District Print Shop in order to meet the District's reproduction, printing needs and timelines; communicates with District Personnel to complete requests in accordance with work order specifications; works with media and design software; high-speed machinery; performs preventative, routine and minor repairs on maintenance printing equipment; assures timely, accurate and cost efficient operations of the department.

ESSENTIAL FUNCTIONS

- Reviews, coordinates, and leads the work of assigned personnel by providing guidance, assigning tasks, and training as needed.
- Calculates resource requirements (e.g. preparation and production time and labor and material costs, etc.) for the purpose of itemizing printing costs and establishing workload priorities.
- Creates, designs, performs retouching and manipulation of images and documents; works with District Personnel on layouts of publications.
- Works with a wide range of media and design software to provide flexibility on all printing needs of district personnel.
- Inspects completed jobs for the purpose of ensuring work meets requested specifications, quality standards and quantity requirements.
- Performs preventative maintenance and minor repairs on all high-speed copying machines and equipment tools; maintains work area for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete work requests.
- Operates a wide variety of print shop equipment and tools (e.g. copiers, staplers, thermal binding, spiral binding, stitching machine, large paper cutting machine, crimping pliers, etc.) for the purpose of completing printing requests from district personnel.
- Orders paper and supplies for the purpose of maintaining sufficient inventory to complete orders in a timely manner.
- Prepares jobs according to requested requirements (e.g. printing, collating, cutting, stapling, binding, packaging, etc.) for the purpose of packaging jobs for distribution to school site or administrative department.
- Completes documentation and data journals on print nature and quantities for the purpose of charging user departments and preparing invoices.

- Oversees and prioritizes the department workload for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Communicates in a timely and professional manner with District Personnel and departments to provide technical information, coordinate activities, resolve issues, concerns, or questions regarding design format, and scheduling of special printing work; identify concerns and make recommendations.
- Responds to questions from district employees and vendors for the purpose of providing general information, cost estimates, cost savings, and/or status inquiries.
- Confers and schedules requests for duplicating services received from school site staff (e.g. bulletins, newsletters, booklets, and special requests, etc.) for ensuring availability of completed materials by requested completion date.
- Participates in unit meetings, in-service training, workshops for the purpose of conveying and/or gathering information required to perform functions and for ongoing professional development.
- Assists the Director of Purchasing on special projects as assigned.

Other Functions

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percent's 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.
- Aspects of reprographics operations including computers and high speed photocopying equipment; and practices, materials and equipment involved in processing photos/bookbinding.
- Basic understanding of Microsoft Excel and Word
- Basic research methods
- Use correct English usage, grammar, spelling, punctuation and vocabulary
- Media and design software (e.g. G Suite, Word, Excel, Publisher, Photoshop, Illustrator, etc.)
- District organization, operations, practices, objectives and goals

Skills and Abilities to:

- Adhere to safety practices
- Operate equipment used in reprographics operations
- Create journals, data sheets, and computer documents
- Preparing, maintaining accurate records, and schedule activities
- Gather and/or collate data
- Consider a variety of factors when using equipment
- Work with data utilizing defined and similar processes
- Work with a diversity of individuals and/or groups
- Problem solve with data and equipment
- Maintain regular attendance

- Read, understand, interpret, apply and explain current rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Analyze situations accurately and timely and adopt effective courses in action
- Communicate, understand and follow both oral and written directions effectively
- Communicate effectively and courteously with contacts within and outside the District
- Learn new or updated computer systems/programs or skills to apply to current work
- Meet deadlines and schedules and set priorities
- Display mechanical aptitude
- Provide customer service
- Work independently and with frequent interruptions
- Strong interpersonal and communication skills

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 effect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine. Generally, the job requires 75% sitting, 20% walking, and 5% standing. This job is performed in a generally clean and healthy environment

MINIMUM QUALIFICATIONS

Experience: Four (4) years of progressively responsible work experience in graphic design, reprographic service or print shop operations including one (1) of lead or supervisory experience.

Education: High school diploma or equivalent.

OR

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills, and abilities of the position may be substituted.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (D)