

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Print Shop Technician

Classification: Classified

Department/Site: Purchasing

Salary Schedule: Classified

Reports to: Director of Purchasing

Salary Range: 20

FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the Print Shop Technician will assist and provide support to the District printing needs with specific responsibilities for completing requests in accordance with work order specifications; will operate and perform minor and routine maintenance on a wide variety of equipment used in a print shop setting to produce requested products; and ensure the delivering of completed materials within established timelines.

ESSENTIAL FUNCTIONS

- Assists in meeting the deadlines of printing requests for the purpose of ensuring the prompt response to and delivery of printed materials to school sites and administrative departments.
- Assist with a wide range of media and use of graphic design software to provide flexibility on all printing needs of district personnel when needed.
- Maintains high-speed copying machines, equipment, tools, supplies, and 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.
- Prepares and prioritizes 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.
- Answers phones and greet visitors; responds to questions from district employees and vendors for the purpose of providing general information, cost estimates and/or status inquiries.
- Schedules requests for duplicating services received from school site staff (e.g. bulletins, newsletters, booklets, and special requests, etc.) for the purpose of ensuring availability of completed materials by requested completion date.
- Assists with inventory procedures as assigned; stock shelves and storage facilities with print shop supplies; maintains print shop in a clean and safe condition.
- 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; and understand complex, multi-step written and oral instructions.
- Oral and written communication skills
- Basic understanding of Microsoft Excel and Word
- 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
- Media and design software (e.g. G Suite, Word, Excel, Publisher, Photoshop, Illustrator, etc.)

Skills and Abilities to:

- Adhere to safety practices and protocols
- Operate equipment used in reprographics operations including computers and high speed photocopying equipment; and practices, materials and equipment involved in processing photos/bookbinding
- Create journals, data sheets, and computer documents
- Preparing and maintaining accurate records
- 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
- Meet deadlines, schedules and set priorities
- Provide excellent customer service
- Maintain effective working relationships
- Communicate, understand and follow both oral and written directions effectively
- 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 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 finger dexterity. 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: One (1) year of printing and duplicating work experience in a print shop or duplicating center environment.

Education: High school diploma or equivalent.

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)