

VISTA UNIFIED SCHOOL DISTRICT

PRINTING TECHNICIAN

Purpose Statement

The purpose of a Printing Technician is to provide support to the printing process with specific responsibilities for completing reproduction requests; cut paper stock; and finish jobs by binding, stapling, wrapping, folding, and perforating.

This job reports to the Director of Information Technology.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions and complete work orders efficiently and in a timely manner.
- Coordinates with other staff and supervisor for the purpose of completing projects efficiently.
- Finishes and prepares materials (e.g., binding, collating, drilling, folding, stapling, shrink wrapping, sorting, etc.) for the purpose of fulfilling requests and packaging jobs for distribution.
- Fulfills requests for duplicating services from sites and departments (e.g., flyers, forms, schedules, bulletins, newsletters, booklets, instructional materials, Board packets, etc.) for the purpose of supplying printed materials as requested.
- Inspects copied jobs for the purpose of completing jobs within requested specifications, quality standards, and quantity requirements.
- Maintains inventory of paper and bindery supplies for the purpose of providing adequate quantities of required materials for timely completion of job functions.
- Maintains shop area, tools, and equipment for the purpose of ensuring availability and proper functioning of equipment and adhering to safety standards.
- Manages databases (e.g., corrects, cleans, etc.) for the purpose of producing bar-coded bulk mailers.
- Performs standard maintenance of printers and duplication equipment (e.g., dry ink systems, paper paths, bindery equipment, etc.) and coordinates repair for the purpose of ensuring availability of equipment in proper working order.
- Receives and processes documents and materials (e.g., orders, supplies, requisitions, equipment, etc.) for the purpose of maintaining availability of required items and utilizing printing and/or duplicating materials to address workload requirements in an efficient and timely manner.
- Reproduces a variety of forms and documents (e.g., announcements, letterhead, fliers, pamphlets, etc.) for the purpose of providing materials required for instruction, conferences, special events, and meetings.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- handling hazardous materials;
- operating equipment used in duplicating, including digital printers/copiers, digital scanners, paper cutters, drilling and folding machines, binding machines, etc.;
- operating standard office equipment including using pertinent software applications and office technology;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- methods and procedures of inventory control;
- proper operation and maintenance of tools and equipment used in printing, including duplicating and binding;
- safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- meeting deadlines and schedules;
- preparing accurate records;
- understanding and following oral and written directions;
- working as part of a team;
- working independently;
- working under time constraints.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed in an environment with some hazards and in some varying atmospheric conditions.

Experience: Job related experience is required.

Education: High School Diploma or equivalent.

Equivalency: Graduation from high school or equivalent and two years of experience in the operation of automatic duplicating machines and related printing machines including some experience with color printing.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Revised: 05/21/2019
Title Change from
Offset Equipment
Operator

Salary Grade

Classified, Range 47