



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>PRINT SHOP & SPECIALTY ITEM TECHNICIAN</u>			
DEPARTMENT/SITE:	District Print Shop	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	24 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Print Shop Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of the Print Shop Supervisor, operate high-speed digital copiers, wide-format printers, computers, and related peripherals and finishing equipment in the printing and reproduction of a variety of materials for District school sites and departments; order branded apparel and other items to promote student and school spirit. The incumbents in this classification assist in providing students with quality printed materials for classroom instruction and student activities which directly support student learning.

DISTINGUISHING CHARACTERISTICS:

The **Print Shop and Specialty Item Technician** is the third level in the series and in addition to being assigned the functions and duties of the **Print Shop Technician** class, is further distinguished by additional responsibilities for facilitating the design, ordering, processing, and billing for the branded clothing and specialty items requested by school sites. The **Print Shop Technician** is the second level in the series, and is responsible for the production of a variety of printed materials using high speed digital copiers and other reproduction and finishing equipment. The **Print Shop Assistant** is the first level in this series operating under closer supervision to perform a range of bindery and other finishing assignments as well as operating high speed duplicators, assisting in the delivery of finished orders, and maintaining copiers and bindery equipment.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all 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.

Order specialty clothing and other items with logos and copy to promote school identification and branding.

Communicate with item vendors to place orders, recommend approval vendor invoices, verify correct receipt of ordered items, coordinate with school sites to meet inventory of specialty items.

Monitor and verify invoices from print shop supply vendors for items; confirms to Accounting Staff that correct items have been received in order to facilitate vendor payments.

Operate high-speed digital copiers, wide-format printers, computers, and related peripherals and finishing equipment in the printing and reproduction of a variety of materials for District school sites and departments; receive, schedule, and assist in prioritizing printing and duplication requests and orders.

Prepare copiers for extended production runs and monitor equipment during the duplication process; review completed jobs and monitor work in progress to assure proper application of paper weights and sizes, digital printing processes, and related specifications.

Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; cut, collate, staple, pad, drill, hole punch, fold, assemble and bind reproduced materials as needed; prepare and package completed projects and materials for distribution.

Estimate time and material requirements for printing projects; assist customers and print shop staff with developing project specifications; calculate fees; assist in assuring smooth and timely completion of projects; inspect completed projects for accuracy, completeness, and compliance with quality standards.

Assist District staff with the planning, development and lay-out of printing projects; prepare, design, and layout documents; establish, develop, maintain and update library of computer files of documents and images for digital printing and reproduction; scan and file documents and materials.

Operate a variety of reprographic and finishing equipment, including high-speed digital copiers, wide-format printers, envelope printers, t-shirt presses, booklet makers, cutters, binders, folders, drills, padding machines, shrink wrappers, printers, scanners, computers and assigned software; stock copiers with proper paper according to project specifications.

Maintain equipment in proper working condition; clear paper jams; replace parts and toner and adjust equipment in response to minor malfunctions; perform minor repairs on duplication and other equipment as directed; report major maintenance and repair needs to appropriate personnel.

Initiate and receive telephone calls concerning assigned printing functions; greet and assist visitors; confer with staff concerning printing needs, requests, orders, deliveries and time lines; prepare, distribute and respond to a variety of correspondence.

Provide general graphic art services; arrange and lay out graphic features and copy; select type style and size, fonts, spacing of letters and text lines, placement, and size and type of photos and artwork to be used according to project needs, requests and specifications.

Select appropriate equipment, settings and paper stock for projects; adjust equipment settings to enhance clarity of printed materials; prepare materials needed for processing orders.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Monitor inventory levels of printing supplies; receive, stock, assist with ordering and maintain inventory of supplies.

Package, shrink wrap and place printed materials into envelopes as needed; prepare, process and assemble booklets.

Assist in finishing and packaging printing orders as needed.

May drive a vehicle to deliver printing orders.

Prepare and maintain various records and reports related to projects, materials and assigned activities.

Maintain assigned areas in a clean and orderly condition.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the

work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures, techniques and equipment used in printing and reproduction of a variety of materials.

High-speed digital copiers, wide-format printers, computers, and related peripherals and finishing equipment.

Bindery procedures and equipment.

Settings and paper stock used in printing on high-speed duplicators.

Oral and written communication skills.

English grammar, spelling, punctuation, and usage.

Health and safety regulations.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Basic mathematics.

ABILITY TO:

Operate high-speed digital copiers, computers, and related peripherals and finishing equipment in the printing and reproduction of a variety of materials for District school sites and departments.

Select and utilize appropriate production processes, equipment, settings and paper stock.

Receive, schedule and assist in prioritizing printing and duplication requests and orders.

Cut, collate, staple, pad, drill, hole punch, fold, assemble and bind reproduced materials.

Produce quality printed work according to established production standards.

Maintain, adjust and perform routine maintenance to equipment.

Review completed jobs and monitor works in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.

Operate a computer and a variety of specialized software.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Observe health and safety regulations.

Work independently with little direction.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Apply correct English grammar, spelling, usage, and punctuation.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation and two years of experience operating high-speed digital copiers, computers, printers, and related reproduction and finishing equipment including some professional work experience ordering supplies.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

Maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.
Constant interruptions.
Drive vehicle to conduct work.

PHYSICAL DEMANDS:

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 shoulders and horizontally.
Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts and cutting blades.
Exposure to fumes from chemicals in a print shop.
Constant machine noise.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: New Class, PC: 02/24 GB: 03/24