



Print Shop Technician

Purpose of the role:

Under general supervision, participates in the operation of the City's print shop, mail room and receiving functions; operates, cleans, and maintains a variety of equipment and machines including complex copying machines and offset duplicating machines to produce printed materials for the City; maintains records and supplies; and performs related duties as assigned.

Distinguishing Characteristics:

Incumbents in this class are responsible for operation of all reprographics equipment used in the various activities related to the City's in-house print and reprographics shop and mail room.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans and schedules work according to standard and special work orders and assignments; prepares a variety of graphic and printed materials for the City including but not limited to brochures, agendas, budgets, and letterhead; produces various printed materials as assigned and inspects printed work for accuracy, color, consistency, and flaws.
- Operates, cleans and makes minor repairs and adjustments to complex copying equipment and offset duplicating machines in producing a considerable volume and variety of printed materials.
- Operates and makes minor adjustments to automatic collating, inserting, folding and binding machines.
- Prepares and delivers printed material.
- Binds forms, reports and similar items by use of stapling or spiral or velo binding.
- Provides paper and copy machine supplies to other City departments.
- Maintains records of materials and supplies used.
- Receives and stores incoming supplies and materials.
- Operates a variety of office equipment including a computer; downloads computer files detailing print job requirements as necessary; prepares digital image files using various software applications.

- Assists with mail room duties including sorting and delivering mail; operates mail inserter line, mail machine and related equipment in order to produce a considerable volume of outgoing mail.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operation and basic maintenance requirements of offset duplicating and related equipment, including collators, plate makers, inserting and folding machines, bindery equipment, and cameras.
- Operation and basic repair of copy machines.
- A variety of uses for offset duplicating machinery and various types of reproduction plates.
- Methods and techniques of bindery work.
- Paper, ink and other supplies used in duplicating processes, including weights, types and uses of paper.
- Basic mathematical principles.
- Principles and procedures of record keeping.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Occupational hazards and standard safety practices.

***Desired
Minimum
Qualifications:***

Ability to:

- Plan and schedule work according to standard and special work orders and assignments.
- Operate and make minor repairs to printing machines including offset machinery, binding machinery, plate maker, copy machine and similar equipment in a safe and effective manner.
- Make simple arithmetic calculations.
- Prepare digital image files.
- Operate office equipment including computers and supporting software applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Maintain accurate records.
- Respond to requests and inquiries from other City personnel.
- Participate in sorting and distributing mail.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Team Builder
- Results Oriented
- Customer-Focused
- Accountable
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:	<u>Education:</u> Equivalent to the completion of the twelfth grade.
	<u>Experience:</u> One year of experience in operating offset printing and related equipment.
	<u>Licenses; Certificates; Special Requirements:</u> A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:	<u>Physical:</u> Sufficient physical ability to work in a print shop setting and operate office and print shop equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat and stoop; grasp, repetitive hand movement and fine coordination in preparing statistical reports and data, using a computer key board; lift, drag and push files, paper and documents weighing up to 65 pounds. <u>Vision:</u> See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. <u>Hearing:</u> Hear in the normal audio range with or without correction. <u>Environment:</u> Print shop setting working near moving mechanical parts; exposure to noise, dust, fumes, odors, and potentially hazardous chemicals; frequently works around loud noise levels; interacts with City staff, other organizations and the public.
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Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: