



Senior Printshop Technician

Purpose of the role:

Under direction, coordinates, supervises, and 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; coordinates print shop functions with other departments, divisions, and outside agencies; maintains an adequate inventory of supplies and materials; and performs related duties as assigned.

Distinguishing Characteristics:

This is the advanced journey level class in the Print Shop Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including supervising and participating in all activities related to the City's in-house print and reprographics shop and mail room. Employees perform the most difficult and responsible types of duties assigned to classes within this series and may provide lead supervision to assigned staff, including planning and distributing workloads and providing training. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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:

- Coordinates, supervises, and participates in the operation of the City's print shop, mail room, and receiving functions; plans and distributes workload to ensure efficient operation of the print shop; participates in performing performance evaluations for assigned employees.
- Trains assigned employees in their areas of work including print shop and mail room methods, procedures, and techniques.
- Supervises the use, care, and operation of printing equipment including offset printing press and large volume copiers.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Coordinates print shop functions with other departments, divisions, and outside agencies; prepares estimates for printing and duplicating to customers; invoices City departments and outside agencies for reprographic services performed; maintains invoices.

- Oversees and participates in operating, cleaning and making minor repairs and adjustments to complex copying equipment and offset duplicating machines in producing a considerable volume and variety of printed materials.
- Oversees and participates in operating and making minor adjustments to automatic collating, inserting, folding and binding machines.
- Oversees and participates in preparing and delivering printed material.
- Oversees and participates in binding 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.
- Maintains an adequate inventory of paper stocks, binding supplies, and other materials needed for print shop production; orders materials and supplies as needed; 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.
- Confers with, coordinates with, and provides information and assistance to account representatives, salespeople, vendors, and customers in person and over the phone.
- Oversees and participates with the preparation and delivery of the City's quarterly newsletter.
- Schedules and assists in the removal of wooden pallets accumulated from shipments of paper and other materials delivered to the City as necessary.
- 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.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of print and duplicating shop.
- Principles of lead supervision and training.
- 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.

- Advanced methods and techniques of bindery work.
- Paper, ink and other supplies used in duplicating processes, including weights, types and uses of paper.
- Methods and techniques for ordering supplies.
- 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.

Ability to:

- Plan and schedule work according to standard and special work orders and assignments.
- Lead, organize, and review the work of staff.
- 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 an adequate stock of materials and supplies.
- Maintain accurate records.
- Respond to requests and inquiries from other City personnel.
- Oversee and participate in sorting and distributing mail.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- 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:

- Results Oriented
- Customer-Focused
- Flexible/Adaptable
- Accountable
- Planner and Organizer
- Skill and Career Development Coach
- 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:

Education:

Equivalent to the completion of the twelfth grade. Additional specialized training in reprographics or graphic arts is desirable.

Experience:

Two years of experience in operating offset printing and related equipment.

Licenses; Certificates; Special Requirements:

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:***

Physical: 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. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: 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.

*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: