

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
PRINT SHOP TECHNICIAN**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Purchasing & Materials Mgmt	B/2/1 – B/2/2	Nonexempt

CLASS SUMMARY:

The Print Shop Technician is the second level in a two level series. Incumbents are responsible for operating and maintaining printing presses, cameras, high volume copy machines, and other type of print shop equipment providing services to the District and other customers including preparing price quotes and working with vendors.

Based upon assignment, duties may include operating printing presses; operating cameras to make negatives, photo mechanical transfers, and paper plates; operating light tables to do paste ups; maintaining presses, cameras, copiers, and bindery equipment; repairing printing presses and bindery equipment; obtaining quotes from commercial print shops for work to be sent out; preparing job quotes for customers outside the District; ordering supplies and communicating needs or problems to vendors; providing training on the operation of presses; and inventorying supplies and writing purchase orders.

Some incumbents serve as lead worker, making work assignments and determining completion of work.

The Print Shop Technician is distinguished from other production services classes in the focus on the operation and maintenance of printing presses, cameras, and high volume copying machines and may serve as lead worker for printing staff.



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<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
Based upon assignment, operates, maintains, and repairs equipment such as copiers, binders, collators, laminators, shrink wrapper, wire stitcher, electric power cutter, paper drill, and adding machines including copying, stapling, collating, binding; and completes print jobs.	Daily 45%	A/1 - B/2
Based upon assignment, obtains quotes and determines pricing for District and other customers; operates maintains, and repairs camera, light table, and printing press equipment; completes print jobs; and, as assigned, provides training and oversight regarding equipment.	Daily 20%	B/2
As assigned, coordinates service and repairs on equipment by vendors.	Weekly 10%	A/1
As assigned, orders, inventories, and stocks paper and printing supplies including working with vendors and writing purchase orders.	Weekly 10%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

High School Diploma or GED and, based upon assignment, two to three years experience operating and maintaining printing presses including six months experience operating high volume copy machines and various type of bindery equipment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- None

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Printing, copying and binding practices and techniques;
- Safety procedures.



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Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Operating printing, photo, copying and binding equipment;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, chemicals, and intense noises.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

