

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Printing Technician Lead

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>2</b>
<b>DEPARTMENT:</b> Communications	<b>ACCOUNTABLE TO:</b> Supervisor	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for providing training to temporary staff and newly hired permanent staff as well as providing technical expertise and limited supervision. Incumbent is also responsible for working with vendors, providing quotes for work requested by customers outside the District, and filling in for the supervisor in his absence. Duties include: 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; contacting and coordinating service and repairs of printing equipment and copiers through outside sources; inventorying supplies and writing purchase orders; operating printing presses by setting up presses for correct size of paper and maintaining good ink water balance for optimum printing quality; operating camera to make negatives, photo mechanical transfer, and paper plates; operating light table to do paste ups; maintaining presses, cameras, copiers, and bindery equipment; and, repairing printing presses and bindery equipment.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Printing Technician Lead is the third level of a three level print shop series. The Printing Technician Lead is distinguished from Printing Technician which does not have responsibility for training, working with vendors, or preparing quotes for customers outside of the District. It is further distinguished from Print Shop Supervisor which has full supervisory responsibility for assigned staff.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Obtains quotes from commercial print shops for work to be sent out and prepares job quotes and figure pricing for customers outside of the District.	Daily	B2
2.	Assists in prioritizing incoming printing jobs and assigning them to a press by determining size, count, duration, and color.	Daily	B2

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
3.	Operates, maintains, and repairs copiers, binders, collators, laminators, shrink wrapper, wire stitch, electric power cutter, paper drill, presses, cameras, and adding machines.	Daily	A1
4.	Operates, maintains, and repairs printing presses to include setting up presses for correct size of paper and maintaining good ink water balance for optimum printing quality.	Daily	B2
5.	Operates, maintains, and repairs cameras and light table to include making negatives, photo mechanical transfers, paper plates, and paste ups.	Daily	B2
6.	Contacts and coordinates service and repairs on printing equipment and copiers through outside sources.	Weekly	A1
7.	Orders supplies and communicates needs or problems to vendors to include determining stock requirements and vendor costs. Inventories supplies and writes purchase orders.	Weekly	B2
8.	Provides training on the operation of presses.	Occasionally	B2
9.	Performs other duties of a similar nature or level.	As Required	N/B

**Knowledge** (position requirements at entry):

Knowledge of:

- Correct method for operating printing presses, cameras, copy machines, and related equipment;
- Basic mathematics.

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**Skills** (position requirements at entry):

Skill in:

- Using equipment such as copiers, binders, collators, laminators, shrink wrapper, wire stitch, electric power cutter, paper drill, presses, cameras, and adding machines;
- Balancing ink and water systems;
- Fixing printing quality imperfections;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma and three years experience operating and maintaining printing presses including six months of experience operating high volume copy machines and various types of binding equipment; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

None required.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, lifting, 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.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98