

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: **Printing Technician**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>1</b>
<b>DEPARTMENT:</b> Communications	<b>ACCOUNTABLE TO:</b> Supervisor	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for operating and maintaining printing presses, cameras, high volume copy machines, and other types of print shop equipment to provide services for district wide printing needs. Duties include: 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 transfers, 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 is the second level of a three level print shop series. The Printing Technician is distinguished from Printer Assistant which does not operate or maintain printing presses or cameras. It is also distinguished from Lead Printing Technician which has responsibility for training, working with vendors, and preparing quotes for customers outside the District.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Operates and maintains printing presses by setting up presses for correct size of paper and maintaining good ink water balance for optimum printing quality to include deciding which jobs to run first.	Daily	B2
2.	Operates and maintains a camera and a light table to make negatives, photo mechanical transfers, paper plates, and paste ups.	Daily	B2
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

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4.	Assists in stocking printing supplies and paper.	Weekly	A1
5.	Performs other duties of a similar nature or level.	As Required	N/B

<p><b>Knowledge</b> (position requirements at entry):          Knowledge of:</p> <ul style="list-style-type: none"> <li>• Correct method for operating printing presses, cameras, copy machines, and related equipment;</li> <li>• Basic mathematics.</li> </ul>
<p><b>Skills</b> (position requirements at entry):          Skill in:</p> <ul style="list-style-type: none"> <li>• Using equipment such as copiers, binders, collators, laminators, shrink wrapper, wire stitch, electric power cutter, paper drill, presses, cameras, and adding machines;</li> <li>• Balancing ink and water systems;</li> <li>• Fixing printing quality imperfections;</li> <li>• 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.</li> </ul>
<p><b>Training and Experience</b> (position requirements at entry):          High School Diploma or General Equivalency Diploma and two 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.</p>
<p><b>Licensing Requirements</b> (position requirements at entry):          None required.</p>

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**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