

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
PRINTING TECHNICIAN

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

<u>CLASS SUMMARY:</u>
<p>The Printing Technician is the second level in a three level series. Based on assignment, incumbents are responsible for operating, maintaining, and repairing printing and screen printing presses, computer-to-plate systems, high volume copy machines, wide format printers, heat presses, and other printing and screen printing equipment.</p> <p>As assigned, duties may include operating presses and computer-to-plate systems; operating light tables for paste ups; maintaining presses, computer-to-plate systems, copiers, and bindery equipment; repairing printing presses and bindery equipment; ordering supplies and communicating needs or problems to vendors; providing training on the operation of presses; and inventorying supplies.</p> <p>The Print Shop Technician is distinguished from other production services classes in the focus on the operation, maintenance, and repair of printing and screen printing equipment.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Based upon assignment, operates, maintains, and repairs equipment such as copiers, binders, printers, 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, as needed, light table, computer to plate systems, 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	

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Training And Experience:

High School Diploma or GED and, based upon assignment, two to three years experience operating printing, screen printing, copy and/or bindery equipment directly related to area of assignment; 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.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Operating printing, photo, copying, screen printing, 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 11.15.13