

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Lead Print Shop Technician	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9878	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Central Printing Services	<b>SALARY:</b>	Range 58 Salary Schedule C-M
<b>REPORTS TO:</b>	Purchasing Manager	<b>HR APPROVAL:</b>	07-21-23
		<b>CABINET APPROVAL:</b>	09-05-23

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**BASIC FUNCTION:**

Plan, organize, coordinate, and direct diverse, specialized duties in the operation of digital high-speed printing equipment, offset presses, reproduction and bindery equipment, and other equipment for the production and distribution of high-quality printed materials. Make independent judgement and analysis decisions on projects to ensure efficient, safe workflow to direct and train assigned staff.

**DISTINGUISHING CHARACTERISTICS:**

The Lead Print Shop Technician classification operates duplication and photocopy equipment, and performs finishing, bindery and shipping work as directed. The Lead Print Shop Technician classification will operate finishing and binding equipment, digital high-speed printing equipment and offset presses requiring specialized training in press operation and technical computerized equipment, including multi-color registration.

The Lead Print Shop Technician creates digital job files, requiring the use of various graphic design software for layout and design of printed material. Oversee the production schedule, billing of print jobs, reconciling of vendor invoices and adhering to industry rules and regulations.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Perform all pre-press functions; ensure projects will print effectively, make corrections to files as needed. Understand and follow printing rules and concepts; understand and follow post office regulations for mailing. **E**

Operate high-speed digital printing presses, , high-volume copy machines, paper cutters, binding machines, collators, shrink wrappers, folder-inserter, folder-sealer, coil binder, tape binder, industrial stapler, plate makers, and drill press; layout and design a wide variety of banners utilizing custom equipment computer software. **E**

Prepare equipment and machinery for production, i.e., prepare proofs, layout and design, create and set up plates, load toner and ink, load paper; prepare completed work orders for shipping or distribution. Calculate charges and complete requisitions. Ensure effective retention of files, requisitions, work orders, and materials. Maintain organized archives of print files. **E**

Make offset plates or digital plate makers; clean and prepare masters for duplicating. **E**

Utilize a variety of graphic design software, , and other computer software programs to manipulate graphics; Perform complex variable data creating customized documents for print and digital delivery. Facilitate Portable Document Format (PDF) document creation, review, and high-end output; and design/typeset documents. **E**

Maintain equipment in efficient working order, making routine adjustments, and diagnose problems as appropriate; communicate with equipment vendor regarding malfunctions and problems as necessary. **E**

Operate a paper-cutting machine to trim and cut large paper stock to appropriate size and dimensions; collate, assemble, hole punch, bind, staple, shrink wrap, perform hand finishing, and package reproduced materials. **E**

Assist in receiving and stocking inventory of materials and supplies; unload paper supplies, and rotate stock as assigned; perform moderately heavy lifting; carry, push, and pull packages, boxes, supplies, and completed print jobs. **E**

Maintain inventory according to established guidelines; maintain routine records as assigned; update Central Printing price book as necessary; research equipment and design software as necessary; may operate a vehicle to conduct work. **E**

Communicate with district personnel and departments to provide technical information, coordinate activities, and resolve issues, concerns, or questions regarding design, format, and scheduling of special printing work; confer with district personnel regarding reproduction and printing needs. **E**

Coordinate intake for projects and create detailed job tickets in design software for production. Obtain quotes from outside vendors for overflow projects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Train and provide work direction to Print Technicians. **E**

Assist other personnel as may be required for the purpose of supporting staff in the completion of work activities. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and five years of print shop operations experience including high-speed digital and offset printing.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, and provide proof of insurance; employee entrance evaluation. (lift and carry a minimum of 20 lbs.)

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Principles, processes, and equipment used in digital and offset printing, duplicating, and high speed photocopying.
- Operation of digital high-speed equipment, offset press, and peripheral equipment.
- Inks, toner, and paper stock used in printing.
- Graphic design and mail sorting software
- Custom equipment computer software.
- Operation of a computer, related desktop publishing software, and standard office equipment.
- District policies and procedures related to assigned duties.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing work direction and guidance to others.
- Health and safety regulations.

##### **ABILITY TO:**

- Perform the basic function of the position.

- Maintain, adjust, and perform routine maintenance to equipment.
- Produce quality printed work according to established production standards.
- Operate a variety of finishing equipment.
- Learn and operate custom equipment software.
- Operate a computer, related desktop publishing software, and standard office equipment.
- Be organized.
- Promote and train safe work practice.
- Understand and follow oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform moderately heavy lifting.
- Carry, push, and pull of packages, boxes, supplies, and completed print jobs according to safety regulations.
- Complete work with many interruptions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Work independently with little direction.
- Train and provide work direction to Print Technicians.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Print shop and mini-print environment; constant interruptions; subject to noise from equipment operation, and fumes from ink and cleaning compounds; may drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Stand for extended periods of time; dexterity of hands and fingers to operate a variety of print shop equipment; handle physical and emotional stress in meeting deadlines and schedules; handle moderately heavy packages and boxes; moderately heavy lifting; carry, push, and pull boxes of supplies and completed print jobs, operate pallet jack and hand truck; stoop or crouch when loading supplies in equipment; reach and handle supplies, equipment, and materials to maintain the equipment; talk and hear over equipment noise; visual acuity, depth perception, and accommodation when operating equipment and reading forms.

**SAMPLE HAZARDS:**

Exposure to chemical fumes, fuser oil, and chemicals/solvents on hands; heat from laminating machines and fuser units; cuts from staples, drillers, paper, and paper cutters.