

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Print Shop and Mail Technician I | CLASSIFICATION: | Classified Non-Management (SEIU/Office-Technical) |
| SERIES: | None | FLSA: | Non-Exempt |
| JOB CLASS CODE: | 1508 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Central Printing Services/ Central Office | SALARY: | Range 35 Salary Schedule C |
| REPORTS TO: | Assigned Supervisor | BOARD APPROVAL: | 08-19-02 |
| | | HR REVISION: | 02-22-13 |

BASIC FUNCTION:

Perform routine, diverse bindery and finishing work, and operate copiers to provide printing services to sites; perform in-district and U.S. mail-processing activities to ensure the pick-up and/or metering of mail.

DISTINGUISHING CHARACTERISTICS:

The Print Shop and Mail Technician I classification operates duplication and photocopy equipment, and performs other finishing work as directed and in-district and U.S. mail-processing activities. Incumbents in the Print Shop Technician II classification operate digital high-speed printing equipment and offset presses requiring specialized training in press operation and technical computerized equipment, including multi-color registration.

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 collating, stapling, binding, cutting, laminating, folding, drilling, hole punching, and materials preparation of finished product for delivery to the customer; inspect completed bindery work for errors; package, shrink wrap, and prepare completed material for distribution. **E**

Learn power machine operations on a broad range of finishing equipment and master-less copiers to complete printing jobs, and provide assistance in the various areas of operation. **E**

Inspect, adjust, and maintain copier equipment and related equipment to ensure safe operation of all equipment. **E**

Receive and stock duplicating supplies in assigned area for the purpose of ensuring quality and specifications; perform moderate lifting and carrying of packages, boxes, and mail. **E**

Assist other personnel as may be required for the purpose of supporting staff in the completion of work activities; communicate with printing personnel to assure the equipment and time lines are met. **E**

Collect, sort, and distribute inter-office and U.S. mail for the central mail section; coordinate the time schedule for pick-up and delivery of mail; count out and distribute administrative circulars and bulletins; communicate to district personnel the U.S. Postal and district mailing rules and regulations, and act as a liaison with district sites.

Bundle and bag outgoing mail; load and unload route mail, boxes, and equipment, and transport to central receiving for pickup; load bags onto mail cart; move to destination and unload; operate postage meter and scale; calculate mailing costs by location; record certified, registered, and insured U.S. mail; and prepare charge slips based upon weight, destination, and class; keep abreast of U.S. Postal Regulations.

Prepare metered, stamped, box and flat, periodicals, and bulk mailing; redirect metered mail; fill out required documents for mailing services pick-up.

Provide minor maintenance and repair to district postal machine to minimize downtime; maintain a positive balance of district postal meter machine.

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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and one year of experience operating print shop equipment or postage metering machines.

LICENSES AND OTHER REQUIREMENTS:

Employee entrance evaluation (lifting test).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, processes, and equipment used in duplicating and high speed photocopying.

Operation of copiers, bindery, and finishing equipment.

Basic mail and postage terminology, rules, and regulations.

Postage metering machines.

U.S. Postal and district mailing rules, regulations, and equipment.

District organization, and names and locations of key staff members.

Paper stock used in printing.

Basic record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Learn to operate a variety of finishing equipment and duplication processes.

Maintain, adjust, and perform routine maintenance to equipment.

Produce quality printed work according to established production standards.

Learn U.S. Postal and district mailing rules, regulations, and equipment.

Perform moderate lifting and carrying of packages and boxes according to safety regulations.

Demonstrate good numerical, language, and memory skills.

Perform computational tasks with speed and accuracy.

Understand and follow oral and written directions.

Communicate effectively, both orally and in writing.

Maintain schedules under conditions of high volume and deadlines.

Establish and maintain cooperative and effective working relationships with others.

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

Complete work with many interruptions.

Maintain routine records.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Print shop or mailroom environment; subject to noise from equipment operation, and fumes from ink and cleaning compounds; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Stand for extended periods of time; dexterity of hands and fingers to operate a variety of print shop equipment and pick up and sort mail; handle physical and emotional stress in meeting deadlines and schedules; perform moderate lifting of packages, boxes, and mail; move equipment; carry, push, and pull boxes of supplies, completed print jobs, or mail using a hand truck or mail cart; 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.

(Former Classification: Reproduction and Mail Technician)

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date