

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Print Shop Technician II	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)	
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt	
<b>JOB CLASS CODE:</b>	1509	<b>WORK YEAR:</b>	12 Months	
<b>DEPARTMENT:</b>	Central Printing Services	<b>SALARY:</b>	Range 45 Salary Schedule C	
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	06-58	12-12-66
		<b>BOARD REVISION:</b>	<u>07-01-62</u>	<u>10-12-81</u>
		<b>HR REVISION:</b>	08-10-12	

**BASIC FUNCTION:**

Perform 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.

**DISTINGUISHING CHARACTERISTICS:**

The Print Shop and Mail Technician I classification operates duplication and photocopy equipment, and performs other finishing work as directed. 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.)**

Operate a complex offset press including multi-color operation, technical computerized equipment, and related xerographic duplicating equipment in the reproduction of high-quality printed material; layout and design a wide variety of banners utilizing custom equipment computer software. **E**

Operate photography equipment, high-volume copy machines, paper cutters, binding machines, collators, shrink wrappers, folders, plate makers, and laminators. **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. **E**

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

Utilize a variety of photographic, desktop publishing, and other computer software programs to manipulate graphics; 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, and package reproduced materials. **E**

Ensure effective retention of materials and records, i.e., negatives, requisition forms, metal plates, photocopy meter readings, and work orders. **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; 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**

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 work experience high school students. **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 three 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 (lifting test).

#### **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.

Multi-color operation.

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.

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 work experience high school students.  
 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.

*(Former Classification: Reproduction Technician II)*

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date