

## **PRINTING SERVICES TECHNICIAN**

### **BASIC FUNCTION**

Performs a variety of technical tasks in the maintenance and operation of a printing and finishing facility; tasks include production processes that utilize online order systems, prepress software, and manual and digital printing and finishing equipment; interprets job information in order to determine supplies needed to produce products that are cost effective to the District; and performs preventive maintenance and minor repairs and adjustments to equipment.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification in the Printing series is responsible for independently performing technical duties in support of a printing and finishing facility, utilizing specialized computer software, and operating production equipment to meet customer requests. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Operates digital and offset presses, and digital, large-format, promotional, apparel, and other printing and finishing equipment used in the production of single, multi, and full color printing jobs; interprets job information to determine supplies needed to produce products that are cost effective to the District.
2. Interprets production files to create page layouts based on job specifications; uses prepress software to prepare files for appropriate production equipment including computer-to-plate (CTP) and digital output based on printing process; troubleshoots problems and works with staff to correct digital errors.
3. Operates bindery equipment and performs finishing tasks including, but not limited to, cutter, folder, stitcher, and spiral/comb punch to complete jobs according to customer specifications.
4. Produces high quality printed proofs; performs press checks to ensure that color accuracy and District branding is maintained.
5. Interprets color management software while utilizing color calibration equipment to ensure color accuracy.
6. Utilizes a network database to enter and retrieve job information for billing purposes, job tracking and recordkeeping; receives, reviews, and prioritizes work orders; scans and submits jobs for daily printing; releases web jobs; plans, schedules, and completes assignments in compliance with standards of work production; expedites urgent jobs; maintains records of work performed, material and supply usage, and vendor services.
8. Plans, organizes, and prepares tasks with department staff to prioritize jobs and ensure that timelines are met; helps estimate time and materials needed for jobs; works with department staff to ensure quality control and job accuracy. Performs preventive maintenance and minor repairs and adjustments to equipment; arranges for equipment repairs with service technicians and vendors; works with department staff in determining tools, equipment, and supplies necessary for maintenance and repairs;

- makes necessary adjustments to equipment for the most efficient performance.
9. Assists instructors and provides guidance to students as needed.
  10. Follows safety practices and safety guidelines, including interpreting Safety Data Sheets (SDS) of products used in the department.
  11. Prepares jobs for pickup or delivery; works with warehouse employees and customers in the coordination of job pickup and delivery; ensures that timelines are met, and jobs are tracked accurately.
  12. Participates in District-provided in-service training programs.
  13. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Standard methods, materials, tools, and equipment used in the maintenance and care of a comprehensive printing and finishing facility.
2. Applies principles and techniques of graphic arts, computer graphics, graphic design, page imposition, and image editing.
3. Operational characteristics of a diverse range of digital and offset presses, as well as other printing and finishing equipment.
4. Prepress practices including CPT technology.
5. Standard digital store front and job tracking processes.
6. Methods and techniques of troubleshooting and diagnosing routine equipment malfunctions.
7. Adobe Creative Suite
8. Standard office practices and procedures.
9. Recordkeeping practices.
10. Business arithmetic.
11. Safe work practices.

### **Ability to:**

1. Evaluate, organize, and prioritize workflow to meet deadlines.
2. Use Adobe Creative Suite.
3. Operate a diverse range of printing and finishing equipment and peripheral devices.
4. Follow mandated regulations in the handling and disposal of hazardous material.
5. Select proper color, size, and weight of paper and proper inks for each project.
6. Perform basic preventative maintenance of equipment and tools.
7. Understand and follow oral and written instructions.
8. Maintain a safe environment based on Cal-OSHA and other guidelines in handling and disposing of material.
9. Maintain accurate logs, records, and basic written reports of work performed.
11. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
12. Communicate clearly and concisely, both orally and in writing.
13. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
14. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
14. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

**Education and Experience:**

Completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience operating large presses and printing equipment; or an equivalent combination of education, training, and/or experience.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and printing and finishing facility containing large machines and use specialized equipment. Frequent standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned equipment. Employees in this classification stand, bend, stoop, kneel, and reach to operate the machinery and handle print jobs. Employees must possess the manual dexterity needed to perform fine maintenance procedures. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office or printshop environment with moderate to high noise levels, controlled temperature conditions, and direct exposure to hazardous physical or chemical substances and occasionally requires special safety precautions and/or equipment. Due to the nature of work, employees may come into contact with fumes, dust, and/or odors and may be exposed to mechanical and electrical hazards due to moving parts of the printing and finishing equipment. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.