

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINT SHOP EQUIPMENT OPERATOR

BASIC FUNCTION:

Under the direction of the Director, Purchasing and Warehouse or designee, organize and plan the day-to-day functions of the duplicating room; ensure quality and timely delivery of printed materials; perform activities related to the purchase and receipt of supplies and the operation of print shop equipment necessary for the duplicating and reproduction of materials used by the District and its schools.

ESSENTIAL FUNCTIONS:

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 principal job elements.

Answers questions from district employees and vendors for the purpose of providing general information and/or status inquiries.

Assist district employees and others with the design and production requirements for duplicating jobs (e.g. recommend paper, review layout, evaluate costs, etc.) for the purpose of meeting requester's needs in the most cost effective and viable manner.

Plan, organize and perform technical work involving the receipt, preparation, design, layout, duplication, bindery and distribution of a variety of printed materials to ensure quality and timely delivery of printed materials.

Calculate resource requirements (e.g. preparation and production time and labor and material costs, etc.) for the purpose of itemizing printing costs and establishing workload priorities.

Operate printer, copier, imager and other reproduction equipment. When necessary, assist with the finishing activities to ensure timely delivery of printed materials.

Inspect completed jobs for the purpose of ensuring work meets requested specifications, quality standards and quality requirements.

Assist with administrator functions within online printing job submission program and assist customers when necessary.

Assist with logging printing requests into computer software programs until all customers are using the online ordering portal.

Assist with the ordering of paper and other related supplies to maintain accurate par levels and meet project demands. Ensure competitive costs are maintained using comparative pricing techniques.

Perform minor repairs and routine maintenance for the purpose of keeping equipment in good working order and to ensure availability of equipment as needed. Contact outside vendors when repairs cannot be completed in house.

When necessary, assist with keeping the print shop in a clean and orderly condition at all times.

Assist in the recommendation of future equipment purchases for printing services.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations and activities of a duplicating or printing services department.

Modern office practices, procedures and equipment.

Health and safety regulations.

Proper lifting techniques.

Record-keeping techniques.

Interpersonal relations skills using tact, patience and courtesy.

Inventory methods and practices.

Operation of a computer and assigned software.

Upgrade skills in order to meet changing job conditions and equipment.

ABILITY TO:

Establish work schedules.

Assign priorities and appropriate processes of incoming work orders.

Plan and organize work.

Follow oral and written instructions.

Meet schedules and time lines.

Maintain routine records.

Make arithmetic calculations quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

Order and maintain stock and supplies.

Work independently with little direction.

Operate, service and make minor repairs on print shop equipment.

Maintain consistent, punctual and regular attendance.

Stand for extended periods of time.

Reach overhead, above the shoulders and horizontally.

Use proper lifting methods.

Effectively operate print shop equipment.

Effectively read and analyze a variety of materials.

Effectively communicate in order to exchange and understand information.

Bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school or GED certificate and one year of experience working in a print shop environment and operating related print shop equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Employee Entrance Evaluation – strength test (floor-lift 55 pounds)

WORKING CONDITIONS:

ENVIRONMENT:

Copy Center environment.

Driving a vehicle to conduct work.

Noise from equipment operation.

BOARD APPROVED: November 16, 2021