

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR DUPLICATING ROOM OPERATOR

BASIC FUNCTION:

Under the direction of the Supervisor-Purchasing, plan, organize and render assistance in performing responsible and technical work involving the receipt, preparation, design, layout, duplication, bindery and distribution of a variety of printed materials; participate in performing skilled printing work; operate offset printing presses and auxiliary equipment in processing printing requests/projects; maintain records of printing costs/charges and oversee the District Quick Copy program.

ESSENTIAL FUNCTIONS:

Plan, organize and render assistance in performing responsible and technical work involving the receipt, preparation, design, layout, duplication, bindery and distribution of a variety of printed materials.

Perform skilled printing work; operate offset printing presses, duplicators and auxiliary equipment in processing printing requests/projects; accurately estimate costs and procedures needed for processing; maintain records of printing costs/charges and oversee the District Quick Copy program.

Organize and plan the day-to-day functions of the duplicating room; assure quality and timely delivery of printed materials; perform activities related to the purchase and receipt of supplies and the operation of duplicating room equipment.

Assure presses are ready for operation; clean rollers, select correct blanket for type of material to be used, adjust machine for paper type and weight, adjust flow of repellent solution and bring ink to proper consistency; maintain offset presses and auxiliary equipment in good working condition; request service as needed.

Perform routine and difficult work in preparation, design and layout of materials to be printed including forms, reports, brochures, tests, booklets, business cards, stationary, catalogs and other printed materials; prepare master/plates to be used for printing requests; contact outside vendors when work cannot be completed in-house.

Assist customers with paper selection, pricing and formatting requirements; order appropriate supplies for requested projects and assure competitive costs are maintained using comparative pricing techniques; assist in preparing cost estimates and maintain appropriate records.

Establish work schedules; assign priorities and appropriate duplicating processes of incoming work orders; complete print work and distribution order requests; assure timely completion of work orders.

Cut, collate, bind, staple, drill, assemble and distribute completed printed materials to appropriate school or office.

Order and maintain inventory of paper in a variety of stock, color and sizes; maintain stock of supplies including ink, solvent, cleaning materials and additional stock needed in the routine operation of printing services; train personnel on operation and maintenance of equipment.

Maintain a variety of files and records for information related to the assigned office; log printing requests, showing date, time and material expenditures; compile and deliver periodic reports to the Supervisor of Purchasing.

Operate standard office machines and equipment including computers and related software, printers, copiers and other related equipment.

Assist in the recommendation of equipment purchases for printing services.

Assist in mailroom operations as needed.

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.

ABILITY TO:

Establish work schedules.

Assign priorities and appropriate processes of incoming work orders.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

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 equipment.

Maintain consistent, punctual and regular attendance.
Stand for extended periods of time.
Reach overhead, above the shoulders and horizontally.
Use proper lifting methods.
Move hands and fingers to operate Duplicating Room equipment.
See to read a variety of materials.
Hear and speak to exchange information.
Bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college level course work in computer applications standard in the printing industry and five years of experience working in a Print/Duplicating Shop environment.

LICENSES AND OTHER REQUIREMENTS:

Floor-lift 55 lbs.

WORKING CONDITIONS:

ENVIRONMENT:

Copy Center environment.
Noise from equipment operation.