

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD PRINT SHOP EQUIPMENT OPERATOR

BASIC FUNCTION:

Under the direct supervision of the Director, Purchasing and Warehouse or designee, this specialist level performs a wide range of complex assignments in the operation of various print shop equipment and computer/graphic arts software. This includes the set-up and operation of a full range of equipment; determining the most cost-efficient method for duplicating the highest quality documents; recommend and create finished artwork using basic graphic arts techniques; provide training and assistance to finisher and operator(s).

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.

Communicates with personnel and various outside agencies to exchange information.

Completes work order documentation for user departments, maintains production and cost records, prepares and maintains a variety of files, records and reports related to assigned print shop activities.

Distribute and balance the workload amongst print shop staff, coordination of print shop activities and resolve issues or concerns.

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

Requires sufficient human relations skills to communicate printing concepts with internal customers and to train others in document processing.

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, wide format, cutter, Duplo and other reproduction and print shop equipment. Estimate costs and keep cost records.

Perform all necessary administrator functions within the online printing job submission program and assist customers where necessary.

Ordering of paper in a variety of stock, color and sizes and other related supplies to maintain accurate 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 approved vendors with whom purchase orders have been established when repairs cannot be completed in-house.

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:**

Operation of complex equipment to complete highly technical jobs.

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

Standard software applications and desktop publishing programs (ie: Adobe InDesign, Adobe Photoshop, Adobe Illustrator, EngraveLab 10 Pro with ADA Braille Module, or similar software).

ABILITY TO:

Use standard software applications and current desktop publishing programs (ie: Adobe InDesign, Adobe Photoshop, Adobe Illustrator, EngraveLab 10 Pro with ADA Braille Module, or similar software).

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 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.
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 two years of experience that includes work order intake, estimating and graphics. Completion of higher education in graphic arts may substitute for some experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Employee Entrance Evaluation strength test – (Floor-lift 55 pounds).
Completion of district-paid Rotary Engraver Software (Braille) Training Program within the first six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:
Copy Center environment.
Driving a vehicle to conduct work.
Noise from equipment operation.