

Job Description

Job Title: **Digital Printing Technician**
 Job Family: **Printing Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **June 28, 2007**

Job Code: **070628**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 15**
 Typical Work Year: **12 months**

SUMMARY: Provide printing services by operating black & white and color digital printers, folders and binding equipment. Perform daily/weekly/monthly maintenance on equipment as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Operate High-Speed Digital printers. Program and prepare jobs for printing using the DigiPath, Fiery and miscellaneous other software applications. Act as backup to perform CASS and DPV postal validations using Envelope Manager software for USPS compliance. Maintain daily print job production logs and daily delivery manifests. Setup, program and release jobs from print queue. Setup, operate and maintain in-line booklet maker. Monitor quality of job output for correctness and image quality.	D	70%
2. Operate cutters, folders and other bindery finishing equipment. Assist bindery personnel.	D	15%
3. Troubleshoot equipment problems. Perform daily/weekly/monthly maintenance on equipment as required.	D	5%
4. Communicate with supervisor on job or deadline issues and any other pertinent information. Answer telephone in copy center as needed.	D	5%
5. Perform other job-related duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of one year of experience using the Xerox Docutech, DigiPath or other high speed networked digital printing systems.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to learn various merge applications such as Xpert Label and Envelope Manager within 3 months after entering position.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to make independent decisions.
- Ability to work in a fast paced environment.
- Ability to maintain confidentiality on sensitive/confidential documents as well as in all aspects of the job.
- Ability to work well in a team environment.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

- Operating knowledge of digital printing, Xerox or comparable networked digital copying and bookmaking systems and bindery equipment required.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Printing Services Supervisor	061107

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- n/a

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk		X		
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate		X		
Copy				X
Coordinate		X		
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	