

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: PRINT SERVICES TECHNICIAN - LEAD**

#### **BASIC FUNCTION:**

Under the direction of the Supervisor - Print Services, oversee and participate in a variety of technical activities involved in the operation of digital presses and other duplicating equipment for the production and distribution of high quality printed materials; assist in the review of graphics, films and other materials required to run multi-color printing requests; train and provide work direction and guidance to assigned print shop personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Oversee and participate in a variety of technical activities involved in the operation of digital presses and other duplicating equipment for the production and distribution of high quality printed materials; monitor project progress to assure compliance with established requirements; assure related activities comply with related policies, procedures, rules and regulations.

Coordinate operations and communications between personnel and outside agencies to assure smooth and efficient printing activities; receive, schedule and prioritize printing orders; confer with requesting units to establish requirements and schedule work; monitor production to assure deadlines are met.

Train and provide work direction to assigned print shop personnel; assign employee duties and review work for accuracy and completeness; provide input regarding personnel evaluations, terminations, interviews and related transactions as requested.

Operate a complex offset press, letter presses, dye cuts and related duplicating equipment in the reproduction of high quality printed material.

Oversee and participate in the preparation of presses for operation; load paper and make appropriate adjustments; assure proper ink levels are maintained; inspect offset presses and bindery equipment; make recommendations to the supervisor for service and maintenance.

Coordinate, oversee and participate in the cleaning, maintenance, servicing and minor maintenance of presses, paper cutters, bindery and other equipment to assure proper paper flow and quality of work on duplicating machines.

Establish project time lines; provide personnel with price quotes; estimate time, materials and personnel requirements for printing projects; assure smooth and timely completion of projects.

Collate, assemble, hole punch, pad, fold, bind and staple reproduced materials; cut and finish printing projects; prepare finished jobs for delivery.

Maintain inventory to meet project needs and organizational standards; prepare and submit purchase orders for supplies; monitor and assure adequate inventory levels; arrange for billing payments.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; collaborates with the Communications Department staff in the coordination of complex print shop orders.

Prepare and maintain a variety of records and reports related to projects, inventory and assigned activities; assist with the activities of folding warrants and other print orders as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation and maintenance of offset presses and related equipment.

Principles, processes and equipment used in printing work.

Inks and paper stock used in printing.

Oral and written communication skills.

Applicable laws, codes, rules and regulations.

Principles of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Basic inventory methods and practices.

Health and safety regulations.

Record-keeping and report preparation techniques.

Technical aspects of field of specialty.

**ABILITY TO:**

Oversee and participate in a variety of technical activities involved in the operation of digital presses and other duplicating equipment for the production and distribution of high quality printed materials.

Coordinate operations and communications between personnel and outside agencies to assure smooth and efficient printing activities.

Train and provide work direction and guidance to assigned personnel.

Operate and maintain an offset press and related bindery and finishing equipment.

Adjust and perform routine maintenance to equipment.

Establish project timelines and calculate costs and estimate time, materials and personnel requirements.

Produce quality printed work according to established production standards.

Prioritize and schedule work.

Meet schedules and time lines.

Maintain records.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in offset press operation or a related field and three years of increasingly responsible experience in the operation of large digital and offset presses.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Print shop environment.

Noise from equipment operation.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate printing equipment.

Standing for extended periods of time.

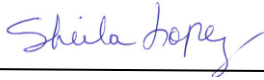
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

Bending at the waist, kneeling or crouching to retrieve and store supplies.

Seeing to read a variety of materials and repair machines.

Hearing and speaking to exchange information.

Personnel Commission Approval: January 8, 2014



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Sheila Lopez  
Director-Classified Personnel Services

January 8, 2014

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Date