

Position Description
Printing Services Technician
Department: Printing Services

*Revise
for
I and II*

POSITION PURPOSE

The Printing Services Technician uses offset duplicating machines and copiers to reproduce a variety of printed and typewritten materials for College departments, faculty and staff.

NATURE AND SCOPE

The Printing Technician is responsible for prioritizing and processing reprographics requests, binding materials as requested, and selecting the appropriate paper stock as required. Other decisions, such as written and verbal instructions and directions as appropriate, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Operates high speed copiers in the reproduction of single or multicolored work; collates, binds and finishes as required.
2. Operates high speed duplicating machines (presses); performs bindery work as necessary.
3. Makes minor adjustments and maintenance to machines; alerts vendors to perform more complex maintenance.
4. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Some knowledge of District policies and procedures
Knowledge of offset duplicating machines, duplicating presses and copiers
Ink, paper stock and chemicals used in reprographics work

Skills and Abilities:

Excellent oral and written communication
Excellent interpersonal communication
Ability to work independently
Management and organizational skills

Education and Experience:

H.S. diploma or equivalent

Working Conditions

Standing for extended periods of time
Storage and handling of press and machine chemicals
Disposal of press and machine chemicals
Ability to lift up to 50 lbs.