



Job Title	Printing Technician	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	15310

Class Specification – Printing Technician

Summary Statement:	
The purpose of the position is to perform a variety of reprographics services for the City; operate, clean, and maintain a variety of specialized printing and reprographics equipment; maintain detailed files and records; and to perform a variety of duties related to assigned areas of responsibility.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Performs print production by operating various printers to obtain the highest quality offset printing; quality control; load paper and program printer for next production run; perform bindery operations; troubleshooting machinery malfunctions; and provide assistance as backup operator.
20%	Performs bindery operations using hydraulic 30 inch paper and folder with right angle; adjust bindery machines; clean work areas; and maintain records of daily production.
15%	Performs pre- press production by checking for appropriate color format, fonts, and graphics for quality and correct formats; adjust and manipulate files; determine page layout; use free flow make-ready software to provide professional layout for electronic and printed materials; and mix ink for customer selection.
10%	Performs post press production by completing invoices; notify client of completion of product; price print jobs; and deliver the completed product to the client.
5%	Maintains equipment by cleaning equipment for optimum performance; lubricate machinery; sharpen drill bits; place phone calls to contracted technicians; and use hand tools to fix or replace parts. Mail room work to include sorting and delivery of interoffice mail and USPS mail to also include operating postage metering machine.



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Competencies Required:

Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized training in reprographics technology or graphic arts.

Experience: One year of full-time reprographics experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.



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Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
 Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:
 Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:
 Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
 This job title has no budgetary responsibility.

Physical Demands:
 Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Shop
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Rarely



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Machines, Tools, Equipment, and Work Aids:

Computer, printer, copier, telephone, standard office equipment, digital press, offset printing press, balance scale, stapler, telephone, calculator, postal metering machine, booklet maker, drill press, tabbing machine, basic hand tools, postal scale, hand trucks, measuring tools, hydraulic cutter, and laminator.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: March 2013