

PRINT SHOP TECHNICIAN ~ Warehouse

ESSENTIAL DUTIES and RESPONSIBILITIES:

- A. Provides assistance to print shop staff by:
 - Sorting incoming print requests, determining printing procedure, distributing to appropriate printing machine and scheduling work orders
 - Monitoring the work order schedule and ensuring timely processing
 - Operating complex machinery and equipment, as well as all standard print shop equipment

- B. Provides assistance to supervisor by:
 - Assisting with the training of substitute workers
 - Maintaining various printing records and preparing invoices as necessary
 - Advising the supervisor of workflow and supply & maintenance issues affecting functions of the print shop
 - Identifying print shop supplies to be stocked in the warehouse

- C. Provides printing materials to students and staff by:
 - Receiving incoming work orders and discussing specific requirements, alternative layouts, etc. with requesting party as necessary
 - Operating digital copier, collator, automatic stapler, folding machine, paper cutter and punch & binding equipment
 - Cutting, padding, folding, stapling, drilling and hand collating duplicated materials as necessary
 - Maintaining records and logs of materials used, time spent and work orders completed
 - Packaging and distributing all completed work orders

- D. Maintains printing equipment by:
 - Servicing and cleaning all operating and digital equipment as necessary or as scheduled
 - Adjusting and performing minor maintenance and repairs on equipment
 - Contacting equipment service/maintenance personnel as needed for repairs and/or service of equipment
 - Troubleshooting and identifying equipment problems when they arise

- E. Maintains print shop supplies by:
 - Monitoring supplies (toner, ink, etc) and notifying print shop coordinator if supplies are needed

- F. Maintains a cooperative and professional relationship with staff and supervisors by:
 - Establishing and maintaining effective and cooperative relationships with those contacted in the course of the work day
 - Effectively communicating with those contacted in the course of the work day

- G. Maintains a high level of ethical behavior and confidentiality of any information regarding students, staff and all job-related matters.

- H. Team Responsibilities:
 - Works independently with minimal supervision and also as a team member

- I. Other job-related duties as required by the Transportation & Operations Supervisor

MINIMUM QUALIFICATIONS:

- Education, Licensure
 - High school diploma or equivalent
- Experience
 - Job-related experience *preferred*

- Knowledge, Skills and Abilities
 - Knowledge of or ability to learn basic computer skills, including but not limited to Excel spreadsheets, Google Docs, etc. *preferred*
 - Knowledge of and/or experience in the use of a variety of printing equipment *preferred*
 - Ability to operate offset printing press, digital copier, duplicator, collator, automatic stapler, folding machine, paper cutter, punch & binding equipment and electrostatic copiers
 - Ability to cut, pad, fold, staple, drill and hand collate duplicated materials
 - Ability to identify and troubleshoot/resolve printing equipment issues
 - Ability to maintain supply records and order supplies
 - Mechanical aptitude and manual dexterity
 - Ability to understand and carry out written and oral instructions
 - Ability to handle stressful situations
 - Ability to work effectively without close supervision
 - Ability to successfully fulfill assigned duties
 - Ability to effectively manage time and responsibilities
 - Ability to act with initiative and good judgement
 - Ability to understand and implement district safety rules and procedures
 - Ability to establish and maintain effective working relationships with staff members and others contacted in the course of the work day
 - Ability to effectively communicate with students, staff and the public
 - Knowledge of and ability to use positive problem solving skills
 - Demonstrated ability to lift loads up to 50 pounds. Certification of good health, including a back evaluation and physical examination upon request

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints and may work in an open environment. The noise level in the work environment is usually moderate but can be noisy depending on the task at hand.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to exert up to 50 lbs of force occasionally and 25 lbs frequently to lift, carry, push, pull or otherwise move objects. The employee is required to stand most of the time and to walk & sit for brief periods. Must have adequate manual dexterity of hands & fingers to operate print shop equipment, to work with various materials and objects and perform repetitive work. Specific vision abilities of this job include close vision, distance vision, depth perception, and the ability to adjust focus.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints, must maintain attentiveness intensity and be vigilant to avoid injury or illness. The employee is frequently involved in interactions which require oral and written communications.

The physical demands & work environment characteristics, and mental/motor demands described within this job description 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.

IMMEDIATE SUPERVISOR: TRANSPORTATION & OPERATIONS SUPERVISOR

EVALUATION: Performance of this job will be evaluated in accordance with established provisions.

TERMS OF EMPLOYMENT: Salary, benefits, and other working conditions as negotiated by the MCPS Board of Trustees and the Merged Missoula Classified Employees Organization.

EQUAL OPPORTUNITY EMPLOYER

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