

SHASTA-TEHAMA-TRINITY  
COMMUNITY COLLEGE DISTRICT

Salary	36
Hours/day	8
Hours/week	40
Months	12

JOB TITLE: Printing Duplication Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform and coordinate the printing services of the District, to operate appropriate technologies for the purpose of reproducing a variety of printed materials for use by the District. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification may oversee the work of others. This job class requires the accurate and timely completion of incoming work requests, orders, and printing projects and is responsible for quality control, cost estimation, and machine maintenance. The job class functions at a full journey level of classification.

SUPERVISOR: Director, Physical Plant

TYPICAL DUTIES

- Schedules and oversees Printing Services operations. Establishes timelines and schedules work to ensure projects are completed in a timely, accurate manner.
- Calculates costs, maintains records and prepares reports as needed.
- Answers questions and provides technical assistance to the various departments and personnel regarding Printing Services and allied operations.
- Operates a "xerographic" hybrid, offset press, and other technologies in the duplication of a variety of routine to complex materials for district sites and offices.
- Coordinates physical delivery including on and off-campus production.
- Collaborates in the development of specifications for quotes and bids for off-campus vendor production and campus departmental copiers.
- Implements, maintains and documents telecommunications/text processing, networked scanners and print servers.
- Proofs completed work to ensure accuracy and compliance with requests/orders.
- Executes the layout, design, and preparation of printed materials for duplication.
- Operates equipment used for collating, cutting, folding, binding and drilling.
- Prepares machines for operation and handles routine maintenance. Collaborates with vendors on complex maintenance and repair activities.
- Makes or facilitates acquisition of paper and aluminum plates for masters; cleans and properly stores master plates.
- Counts, assembles, wraps, sorts, boxes, and ships outgoing material to proper department or office.

Typical Duties (continued):

- Maintains records related to Printing Services operations and activities.
- Orders and maintains proper inventory of supplies and stock levels needed to accomplish printing functions.
- May train and lay out work for assistants.
- Assists in determining budget allocations.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDSKnowledge of:

- Proper methods, materials, tools and equipment used in set up, operation, maintenance and minor repair of Printing Services' hardware.
- Common office software tools including word processing, spreadsheet, desktop publishing, email, scanning, etc.
- Proper care and handling of hazardous materials associated with the printing industry.
- Appropriate safety procedures in operation of equipment.
- Offset press machines, other duplicating technologies, and related equipment.
- General and specialized procedures, methods, and techniques used in printing and other duplication operations.
- Adjustments to duplicating machines and related equipment for proper operation including their maintenance.
- Modern office procedures.
- Cost estimating methods for an in-house printing operation.

Ability to:

- Analyze situations accurately and recommend effective action.
- Train and supervise student workers and other assistants.
- Schedule and prioritize workload to meet timelines.
- Use and provide basic maintenance methods for sophisticated equipment and computers.
- Understand and follow written and oral directions.
- Deal effectively with shifting priorities. Anticipate workload fluctuations and plan accordingly.
- Establish and maintain effective working relations with all college staff, the community-at-large, vendors, etc. with a commitment to excellence in customer service.

Employment Standards (continued):

- Operate in accordance with laws, ordinances, regulations and established procedures of the department.
- Produce professional printing within the limits of the material submitted and the equipment available.
- Stay current in modern, efficient printing services.
- Operate a variety of accessory equipment in a safe and effective manner such as collator, cutter, binder, folder and drill.
- Work independently.
- Understand and carry out oral and written instructions.
- Prepare and maintain routine records and filing systems.
- Accurately perform arithmetical calculations.
- Meet the physical requirements necessary for the successful performance of required duties.

Experience/Education:

- Completion of AA degree with an emphasis in printing/graphic arts or related subjects or equivalent.
- Any combination of education, training and experience equivalent to an AA degree and two years recent experience with the array of printing technologies outlined in this position description.