

## **LEAD PRINT SHOP TECHNICIAN**

### **JOB SUMMARY**

Under general supervision, leads and participates in the operation of high speed, digital reprographic equipment, offset press, and auxiliary print equipment in the quantity production of printed material; maintains print production records; provides assistance and information on efficient and productive print methods; and performs related duties as required.

### **ESSENTIAL DUTIES**

- Organizes, prioritizes, schedules, and participates in the work of the print shop.
- Instructs and provides assistance to others in the use of printing, duplicating, and related equipment.
- Estimates material and labor costs.
- Requisitions supplies for reprographic and printing equipment and print shop operations.
- Maintains records regarding materials usage and equipment utilization.
- Under supervision, initiates requests for contractual printing and reprographic services, as well as maintenance and repair of district printing and copier equipment.
- Sets up and operates high speed black and white/color complex digital reprographic equipment.
- Produces a large volume and variety of materials, including booklets, letters, bulletins, programs and a variety of other documents, including materials of a highly sensitive and confidential nature.
- Programs print instructions and specifications.
- Sets up equipment for extended production runs and monitors the equipment during the copy process.
- Reviews originals for quality and efficient reproduction methods.
- Makes offset plates from negatives.
- Cleans and performs routine maintenance on offset and other printing equipment.
- Collates, assembles, trims, binds, and staples reproduced materials.
- Receives, stores, and distributes supplies and forms.
- Uses offset equipment intermittently.

### **EMPLOYMENT STANDARDS**

**Education & Experience:** Graduation from high school or equivalent, and three years of experience in the operation of a production print system. One year of experience in using DigiPath and/or DocuTech 6115 and 6135 is highly desirable. Lead or supervisory experience is desirable.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Methods, equipment, and materials used in large quantity printing work.
- Basic computer applications.

#### **Ability to:**

- Optimize print equipment for maximum output.
- Perform standard printing production work on a variety of equipment.
- Understand and follow verbal and written instructions.
- Perform simple arithmetic calculations.
- Maintain a variety of files; develop and keep accurate records and reports.
- Meet critical deadlines.
- Establish and maintain cooperative working relationships with administrators and other district personnel.

**WORKING CONDITIONS:** Typical print shop environment with regular exposure to noisy equipment; frequent standing and walking. Bend, twist, stoop, reach, and crouch to run jobs and reach materials. Exposure to odors from chemicals used in the printing process; occasional exposure to fumes when cleaning equipment. Lift and move objects weighing up to 50 pounds, as well as use of a step-stool, ladder and a dolly.