

PRINT SHOP TECHNICIAN

Code No.: 3-18-216
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position in the print shop of a school district or department responsible for performing a variety of digital press and printed material and the minor maintenance and repair of related machines and equipment. Employees operate and maintain computer and digital print equipment. This position is distinguished from other similar classes in the printing and bindery hierarchies by virtue of its diverse functions. Duties also involve moving materials up to fifty (50) pounds. The employee reports directly to, and works under the general supervision of, a higher-level staff member with leeway allowed for the exercise of independent judgment. Lead supervision may be exercised over other print shop employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Sets up and operates digital print equipment such as electronic platemakers, developing equipment, and other equipment that has the capability to collate, staple, stitch, fold, cut, bind, make labels and print envelopes;

Performs photo manipulation, digital scanning and documenting on computers for submission to the print shop for duplication;

Performs finishing work such as manual and/or mechanical folding, stitching, stapling, sewing, cutting, gathering, padding, counting, bonding, shrink packaging, punching, perforating, perfect binding, round cornering, numbering, and other bindery jobs;

Performs routine maintenance and moderately complex repairs on equipment in the print shop and on other duplicating equipment in the district or department;

Provides project leadership for specific print jobs;

Confers with user departments and may act as a liaison with sales staff and technical representatives on printing and binding needs, equipment, etc.

Assists with record keeping by tracking and maintaining paper and electronic files, creating and tracking shipping labels, maintaining inventory;

Coordinates workflow and arranges shipping and delivery of completed printing assignments;

Schedules job assignments;

Exercises lead supervision over other print shop employees;

Trains new employees in the use of digital equipment;

Maintains inventory and orders supplies and parts for work as needed;

Packs, labels, and ships completed materials;

Manages the print shop in absence of the supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of photo or image manipulation software; good knowledge of the maintenance and repair of print shop and duplicating equipment; good knowledge of mechanics as it relates to the maintenance and repair of print shop equipment; ability to operate and make necessary digital adjustments to electronic files and images; ability to make standard repairs to print shop equipment; ability to follow written and oral directions; ability to carry out work assignments without supervision; ability to keep basic records; ability to give direction and establish effective working relationships with others; ability to move up to fifty (50) pounds; good judgment; manual dexterity; good aesthetic judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years of paid full-time or its part-time equivalent experience in the printing trade, which must have included all of the following, process photography, layout, platemaking and bindery operations, and routine maintenance and repair of related equipment; OR,
- (B) Successful completion of sixty (60) college-level semester credit hours including eighteen (18) semester credit hours* in in graphic arts, printing, or a closely related field, plus one (1) year of experience as defined in (A); OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*applicants qualifying under option (B) must include a student or official transcript with their application.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: June 16, 1986
REVISED: March 8, 2007
REVISED: January 29, 2009

Approved Non-Competitive by State Civil Service Commission Action on July 15, 2009

ADDITIONAL INFORMATION:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.