



NEW: Submitted:
12/15/2021 12/14/2021

JOB TITLE:	TECHNICIAN LARGE-FORMAT PRINTING
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8071
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation and maintenance of large-format area computer and print equipment. Maintains current knowledge of software and hardware products as well as software and firmware upgrades on machinery to ensure consistent quality of produced pieces and continuing operation of equipment. Stocks, and tracks supply inventory and monitors supply and operating cost for proper billing of finished jobs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Organizes large-format print jobs to ensure efficient workflow; determines the most cost-effective equipment to use for each job to meet the needs of district schools and departments

Operates large-format equipment including printers and laminators

Utilizes graphic design, preflight, and rip software to prepare files for printing

Ensures that jobs are finished accurately and on time

Consults with District personnel regarding design/printing needs and develops appropriate production plans based on budgets and time restraints

Writes specifications and collects bids for materials, supplies, and maintenance agreements for machinery annually and as necessary throughout the fiscal year

Works directly with vendors; tracks, receives, and stocks supply shipments; maintains records for service contracts and service calls

Researches software, equipment, products, and supplies to ensure continued cost-effective production of large-format jobs

Arranges for and facilitates installation and training on large-format equipment

Troubleshoots mechanical and print-quality issues; determines the level of maintenance and repair required; performs scheduled and as-needed maintenance on machinery and coordinates with vendors for service calls

Completes all trainings and other compliance requirements as assignment by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while sitting, standing, or walking. Work requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull moderate weights. The work requires the use of hands for simple grasping, fine manipulations, pushing and pulling of arm controls. The work requires being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Associate degree or certificate/diploma in graphic design or commercial art or high school diploma/GED with two (2) years of experience in graphic design

Demonstrates word processing proficiency

Effective communication skills

Working knowledge of design principles

Experience in a diverse workplace

DESIRABLE QUALIFICATIONS

Experience in diverse workplace