

## **Production Technician**

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### **Purpose Statement**

The job of Production Technician is done for the purpose/s of providing materials needed by school personnel for instruction, conferences, special events, meetings; ensuring the safe and efficient operation of reproduction services; providing an up-to-date reference and audit trail for compliance; and delivering completed materials within established time frames.

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### **Essential Functions**

- Prints all standard forms, form catalogue and other documents (e.g. announcements, letterhead, fliers, pamphlets, etc.) for the purpose of providing materials needed by school personnel for instruction, conferences, special events and meetings.
- Calculates resource estimates (e.g. personnel time, material costs, etc.) for the purpose of ensuring the availability of supplies and staff.
- Inspects printed jobs for the purpose of completing jobs within requested specifications, quality standards and quantity requirements.
- Maintains copy machines, equipment, tools and work areas for the purpose of ensuring a safe working environment and the availability of items within a specific time frame.
- Monitors inventory of standard materials and cyclical requests for special printing (e.g. letterhead, mailers, graduation invitations, tests, etc.) for the purpose of maintaining availability of required items and completing jobs efficiently.
- Orients district employees for the purpose of ensuring a complete and timely submission of duplicating requests.
- Prepares printing job/s (e.g. binding, collating, shrink-wrapping, etc.) for the purpose of packaging jobs for distribution.
- Processes production requisitions and related materials for the purpose of ensuring charge back to requester and/or department.
- Researches duplicating equipment, vendors, out-source facilities, and current technology for the purpose of being knowledgeable on current generation equipment and service providers.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in duplicating; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: printing and duplicating processes; handling hazardous materials

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: establishing effective working relationships; displaying mechanical aptitude; meeting deadlines and schedules.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions.

**Experience** Job related experience within specialized field is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

None Specified

**Continuing Educ.L Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

**FLSAStatus**

Non Exempt

**Approval Date**

5-28-15  
Pending  
Board  
Approval

**Salary Grade**

Clafd 24