

Job Title: OPS Senior Print Services Technician

Compensation: \$17.36 - \$17.36

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 4

**Position Summary:**

Incumbents coordinate the coloring and duplicating processes, and provide training and direction to lower level Print Services staff. Responsibilities may include coordinating the maintenance and repair of equipment with outside vendors; assessing job orders; ensuring finished products match job requests; and performing the duties of the lower levels.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

Two years experience in printing and or duplicating.

*\*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Printing processes;
- Printing, binding, and copying techniques;
- Customer service principles;
- Inventory methods;
- Basic equipment repair techniques;
- Computers and related software applications.

**Skills:**

- Coordinating printing operations and projects;

- Prioritizing and assigning work;
- Providing customer service;
- Operating and repairing printing, copying and binding equipment;
- Performing routine and minor maintenance and repair activities;
- Monitoring and maintaining inventory;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: grasping, feeling, talking, hearing, seeing and repetitive motions.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, oils, workspace restrictions, and intense noises.

**Responsibilities:**

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Coordinates print services, which includes overseeing operations, prioritizing, work assignments, resolving customer issues, coordinating repairs with vendors, and performing related duties.	Daily 20%
2.	Prints, copies, compiles, and binds documents. Distributes materials as necessary. May perform pre-press services, which may include: processing graphic designs; proofreading; image setting; assembling film; making plates; and/or performing related activities.	Daily 30%

These duties are a representative sample; position assignments may vary.		Potential Frequency
3.	Prepares files for copying, binding, and/or printing utilizing publishing software programs.	Daily 20%
4.	Monitors inventory and other related supplies; orders supplies and related inventory as necessary.	Daily 10%
5.	Performs minor repairs and service to applicable equipment.	Daily 10%
6.	Prepares and maintains a variety of operational records, logs, and work orders.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

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