

PRINTER APPRENTICE

Purpose Statement

The job of Printer Apprentice was established for the purpose/s of providing printed materials needed by school personnel for instruction, conferences, special events, meetings; ensuring the safe and efficient operation of reproduction services; and delivering completed materials within established time lines.

This job reports to Manager - Multimedia Services

Essential Functions

- Learn and become proficient at duplicating a variety of materials (e.g. booklets, forms, letters, etc.) for the purpose of providing materials in accordance with work request specifications.
- Learn and become proficient at inspecting printed jobs for the purpose of completing jobs within requested specifications, quality standards and quantity requirements.
- Learn and become proficient at maintaining offset press, high speed copying machine, equipment, tools, supplies and work area for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete all work requests.
- Learn and become proficient at operating a variety of complex print shop equipment and tools (e.g. offset press, high speed copiers, paper drill, stapler, paper cutter, binder, etc.) for the purpose of providing printed materials as required.
- Learn and become proficient at preparing printing job/s (e.g. binding, collating, etc.) for the purpose of packaging jobs for distribution.
- Learn and become proficient at printing a variety of materials (e.g. announcements, forms, letterhead, fliers, pamphlets, etc.) for the purpose of providing materials needed by school personnel for instruction, conferences, special events and meetings.
- Maintains a variety of manual and electronic documents, files, records for the purpose of providing the District with requested items.
- Prepares completed jobs for delivery for the purpose of ensuring items are packaged for safe transport.
- Responds to inquiries for the purpose of providing requested information and/or direction.
- Transports materials to/from off campus locations for the purpose of picking up and/or delivering printing jobs or equipment.

Other Functions

- Attends meetings, training, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in printing; and preparing and maintaining accurate records.

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-based competencies required to satisfactorily perform the functions of the job include: concepts of printing press and peripheral equipment operation; and safety practices and procedures.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related 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 standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adhering to safety practices; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

11/8/2010

Salary Grade

Classified 51

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____