

## **Goleta Union School District**

### **Duplicating Services Technician**

#### ***Basic Function***

Under the direction of the Assistant Superintendent, Fiscal Services, perform technical duties related to duplicating service functions; set up, operate and maintain an offset press, programmed copier and other related material reproduction equipment.

#### ***Representative Duties***

Set up and operate an offset press, high-speed programmable copier and other related material reproduction equipment in the quantity production of line work, half tones or multicolored materials including bulletins, charts, forms, drawings, graphs, booklets and other related materials. E

Set up and operate camera and metal plate maker. E

Adjust offset press controls for size and thickness of paper to align printed impressions and to regulate ink and water flow. E

Program and operate the material copier; lubricate and perform minor maintenance on material reproduction equipment. E

Prioritize and schedule work to assure timely completion. E

Assess costs and charge schools and departments for use of duplicating services. E

Estimate, order and receive supplies and materials required for duplicating operations; maintain supply inventory. E

Collate, assemble, trim, bind and staple reproduced materials. E

Maintain files and records and prepare reports regarding materials and supply usage, equipment utilization and production activities. E

Assist in paste-ups, stripping and layout functions.

Make periodic visits to school locations to assure proper operation of duplicating equipment.

Sort and meter mail.

Perform related duties as assigned.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

Methods, techniques and procedures of quantity material reproduction and offset printing techniques.

Properties, characteristics and proper use of various inks and paper in a quantity printing operation.

Safe working methods and procedures and waste disposal.

Basic record-keeping techniques.

Related computer applications.

U.S. Postal Service regulations and procedures.

##### *Ability to:*

Set up and operate offset presses, programmable copiers and other related material reproduction equipment with speed, accuracy and precision.

## **Duplicating Services Technician**

Estimate material production time and material costs.

Maintain records and files concerning material reproduction masters and other related matters.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school supplemented by course work or training in printing, graphic arts or related areas and three years of increasingly responsible printing experience including the operation of offset presses.

### ***Licenses and Other Requirements***

Valid California Driver License.

### ***Working Conditions***

#### *Environment*

Print shop environment.

Noise from equipment operation.

#### *Physical Demands*

Dexterity of hands and fingers to operate specialized graphics and print shop equipment.

Bending at the waist, kneeling or crouching.

Lifting moderately heavy objects.

Walking.

Standing.

#### *Hazards*

None