



## Senior Printing Operations Specialist

Classified Range: 39

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Performs a variety of specialized duties involved in the operation and maintenance of multi-graphic digital printing equipment, and all duplicating and auxiliary equipment at the District printing services center.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Printing Operations Specialist classification is distinguished from the Printing Operations Specialist classification by the level of responsibility assumed and the additional duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including use and maintenance of small and large presses.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Receives, reviews, and completes job orders; follows up with customers when clarification is necessary; recommends paper, ink, and printing techniques appropriate to printing and reproduction jobs; plans production schedule to meet deadlines.
2. Operates production printing equipment including small and large offset presses, platemaker, graphics camera, typesetter, cutter, folder, creaser, combination binders, coil binders, stitchers, numbering machine, and collator in the reproduction of a variety of materials, including forms, business cards, brochures, pamphlets, invitations, event tickets, bulletins, charts, graphs, examinations, and reports.
3. Prepares presses for operation; loads paper and makes appropriate adjustments; calibrates and makes adjustments necessary to print various projects with black and/or colored inks; proper ink levels are maintained.
4. Maintains, cleans, adjusts, lubricates, services, performs preventative maintenance, and makes minor repairs to printing equipment; orders parts needed to make minor repairs on reprographic equipment.
5. Utilizes printing and graphics software; maintains duplicating files, logs, and records as required.
6. Researches and makes recommendations in the selection of equipment, parts, and supplies.
7. Handles chemicals and hazardous waste in accordance with District safety guidelines.
8. Contacts outside service representatives when major service or repair is necessary; contacts outside vendor to perform bindery services, providing detailed instructions and timelines.
9. Maintains appropriate inventory of paper, ink, developers, solvents, and other materials used in printing processes; maintains cleanliness of work area and equipment.



## Senior Printing Operations Specialist

Classified Range: 39

Board Approved: 11/18/21 P. 2|4

10. Verifies clarity and quality of completed materials; prepares completed jobs for delivery to requesting parties.
11. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

##### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

##### **General Physical Ability**

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

##### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems



## Senior Printing Operations Specialist

Classified Range: 39

Board Approved: 11/18/21 P. 3|4

- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### Informing

- Proactively obtaining and sharing information

### Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

Equivalent to the completion of high school.



## Senior Printing Operations Specialist

Classified Range: 39

Board Approved: 11/18/21 P. 4|4

### **Experience:**

Four (4) years of increasingly responsible printing operations experience that includes the four color printing process.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a print shop setting with exposure to machine vibrations while operating machinery; exposure to noise, dust, fumes and potentially hazardous chemicals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a reprographics shop; to stand, walk or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to heavy amounts of weight up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office and reprographic equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; to identify and distinguish color; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.