



JOB DESCRIPTION

JOB TITLE: **Technician I (Graphic Communications)**

Position Type: Classified	Department: Graphic Communications
Salary Schedule: Classified	Reports to: Manager of Graphic Communications or Graphics Lead
Salary Range: 20	
Term of Employment: 12 months	Date: June 8, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Effectively and efficiently operates high-speed production copiers and bindery equipment. Produces digitally copied materials in a time efficient manner.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Operates high volume digital copying machines.
- Operates bindery equipment.
- Produces district curriculum, district forms, handbooks, fliers, brochures, menus, and programs.
- Performs maintenance and simple repairs to digital printers, bindery equipment and keeps all equipment well maintained.
- Maintains safe and clean work area.
- Works with manager, graphics lead, graphics graphic artists, and customers, as necessary.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtracts, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent education.
- Some experience preferred on copier and bindery operation.
- Knowledge of high volume copiers, collators, stitches, cutters, folders, laminator.

PHYSICAL DEMANDS:

- Regularly required to stand, lift, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must lift and/or move up to 65 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- Frequently works near moving mechanical parts.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.