

JOB DESCRIPTION

JOB TITLE: Print Shop Technician

JOB NO: MT109117

JOB FAMILY: Maintenance/Trades

FLSA: Non-Exempt

SAFETY SENSITIVE: No

GENERAL SUMMARY

To perform a variety of technical functions in the Print Shop to include operation and general maintenance of high volume, digital printing equipment; preparing and processing printed materials; sorting and delivering all incoming and outgoing mail and printing orders for all City departments; and operating postal equipment. Provide highly responsible technical support to other departments and divisions.

SUPERVISION

General supervision is provided by the Printing and Postal Services Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
3. Rotate on a regular basis between assigned operations as requested by Printing and Postal Services Supervisor. Provide functional and technical support to assist division staff in the completion of their duties and responsibilities when asked by supervisor.

When assigned to Printing Operations:

1. Setup, operate and maintain a variety of high volume, digital printing equipment which includes copier,, postage and automatic feed machines, folding machine, hole punch machine, electric paper cutter, and binder equipment.
2. Collect, adjust and create a variety of materials for printing which include, but are not limited to request for printed materials from City departments, water bills for citizens, communication newsletters for citizens, etc.
3. Prepare and process printed materials using binder equipment for presentation including gluing, collating, punching, stapling and numbering printed materials as requested.
4. Scan packages and certified mail and log it into the neoTraK computer system.
5. Operate a pallet jack for unloading of print shop materials upon delivery. Sort materials for proper storage in print shop.
6. Responsible for answering phone calls and doors before rolling over to supervisor.
7. Order supplies for equipment such as toner, paper, etc.
8. Maintain, clean, adjust and reassemble printing equipment as needed.
9. Maintain a high level of quality printing throughout daily operation.

When assigned to Inserting Operations:

1. Responsible for filling orders as requested by departments, order stocked forms for inventory as needed. Enter inventory into computer system.
2. Prepare and run a variety of printed material such as all water bills, taxes, police alarms, water quality reports, and court mailings through inserter and folding equipment.
3. Calculate and verify all water bills prior to running through inserter and folding equipment. Complete associated paperwork.
4. Maintain, clean, adjust and reassemble inserter/folding equipment as needed.

When assigned to Mail Operations:

1. Prepare and operate a variety of bindery and postal machinery including postage and automatic feed machines, and folding machine.
2. Collect, sort and distribute incoming and outgoing City, department and division mail.
3. Record a variety of information into computer mainframe including postage reports and office supply transactions.
4. Driving the Print Shop van, travel between various City facilities and to other related external business and government agencies collecting and delivering a variety of information such as mail, printing materials, external print projects, paper, and supplies.
5. Responsible for handling and transferring large amounts of money and checks between City facilities and post office.
6. Prepare and maintain a variety of files and filing systems; prepare, maintain and update various records; research and verify information as requested.
7. Sort and stock incoming office and printing supplies in inventory.
8. Order and maintain City inventory of printed materials; distributes offices supplies to City departments; handles payments for postage meter; verify incoming supplies with invoice; refer discrepancies to supervisor for resolution; may participate in calculating year-end inventory.
9. Calculate, record and maintain daily and monthly postage reports.
10. Responsible for maintaining the Print Shop van and reporting to supervisor when repairs and maintenance is needed.
11. Meet daily time schedules.

OTHER DUTIES AND RESPONSIBILITIES

1. Record a variety of information into computer mainframe.
2. May participate in calculating year-end inventory.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

One year of increasingly responsible experience working with high volume, digital printing equipment normally found in a print shop environment.

LICENSES AND CERTIFICATES

Must have a valid Class "C" Driver's License prior to employment (must obtain Texas Class "C" driver's license within 30 days of hire per state law).

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Pertinent codes, rules and regulations.

General principles and practices of printing.

Basic principles and practices of publication binding.

Skill in:

Operating various printing, binding and mail equipment.

Operating various types of office equipment including computers and fax machines.

Ability to:

Interpret and apply pertinent codes and regulations.

Organize work for timely completion.

Communicate clearly and concisely, both orally and in writing.

Pass a medical physical examination, drug test, criminal history background check, social security verification number check, driver's license check, and employment verification check.

Operate a motor vehicle and meet the City's driving standards.

Work independently in the absence of supervision

Establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- *operating specialized printing and postal equipment*
- *walking and standing for extended periods of time*
- *pushing, pulling or lifting equipment and supplies occasionally weighing up to 100 lbs.*
- *bending, twisting, squatting, kneeling and reaching above the shoulder*
- *working outdoors in all weather conditions.*

DISCLAIMERS

The job description is:

- 1) Is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) Not an employment agreement or contract. The City of Mesquite has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Mesquite will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Department Director

Date

Director of Human Resources

Date

DATE ISSUED: December 2011