

## **Killeen Independent School District Job Description**

**Job Title:** Print Shop Technician  
**Department:** Purchasing  
**Reports To:** Director for Purchasing Services  
**FLSA Status:** Non-exempt

### **SUMMARY**

Organizes and coordinates flow of print jobs coming into the print shop.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Meets with clients needing assistance for printing.

Writes job tickets from print requests.

Enters job data into database program.

Determines best print method (press, time frame, etc.)

Schedules jobs.

Checks paper stock and supplies, and if needed, orders per the bid list.

Makes plates for the DPX Platemaker.

Enters and creates requisitions for ordering paper, doing repairs and warehouse orders.

Follows up on missing items on purchase orders.

Keeps track of paper and supply inventory and organizes them on floor and shelves.

Prices jobs on a weekly basis.

Answers questions about jobs and gives price quotes.

Assists with bindery work, when necessary.

Maintains copiers, jobs, toner, maintenance calls, and monthly counts.

Operates the Riso digital printer.

Performs other such tasks as needed.

Must be able to use programs such as: INDESIGN CS5 and CS6, WORD 2013, and Adobe Photoshop CS5.

Must be able to layout pages for books.

Goes to meetings when needed.

### **SUPERVISORY RESPONSIBILITIES**

Supervise the Print Shop workflow and scheduling of employees on a daily basis.

## **QUALIFICATIONS**

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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and one year experience in graphic design.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively with customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here 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 functions of this job.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands or arms. The employee is frequently required to walk. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.

**Reviewed/Revised by:** Bruce Minzenmayer, Auxiliary Human Resources Coordinator

**Reviewed/Revised Date:** October 12, 2016

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.