

TITLE: PRINTER/GRAPHIC TECHNICIAN
SECTION: Administration
REPORTS TO: Executive Assistant to the Secretary-Treasurer

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SUMMARY

Under the direction of the Executive Assistant to the Secretary-Treasurer, or designate, operates an offset press and ancillary equipment to provide the printing and graphics required for all school district departments, offices and schools.

DUTIES

1. Operate an offset AB Dick 360 press for the production of printed material in either black or colours using a Townsend TSI colour head and AB Dick Digital Plate Making System (computer to plate).
 2. Operates a networked digital imaging system high volume copier(s) that handles paper-based and electronic originals in a variety of applications.
 3. Designs and prepares camera-ready layouts including the use of computer graphics and provides advice to staff on the most appropriate paper and/or process to be used to attain the desired printing results.
 4. Provides liaison with School District staff to organize workflow and establish priorities **to** meet deadlines.
 5. Finishes all printing jobs using equipment to fold, staple, cerlox bind, collate and other ancillary print shop equipment.
 6. Ensures an adequate stock of standard printing supplies and materials are available and issues purchase requisitions.
 7. Conducts first line maintenance to Print Shop equipment including the networked, digital imaging system, copier(s) fax/scanner, booklet maker, binding postage meter and other ancillary print shop equipment.
 8. Provides cost estimates and maintains department records of activity. Maintains charge-back records for interdepartmental invoicing for all print shop services including postal mail.
 9. Receives, sorts and distributes all incoming and outgoing DAC and school district mail, registered letters, parcels and faxes.
 8. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent. One year post-secondary training in graphic arts.
- Four years experience in operating printing related equipment, including an offset press and computer to plate digital system, graphic design and layout, or an equivalent combination of training and experience.
- Extensive knowledge of PC computerized desk top publishing program(s), Microsoft. Corel and Adobe Programs.
- Aptitude to operate and provide first line maintenance on binding machine, electric staplers, postage scale/meter, folding machine, booklet maker, hydraulic paper cutter and three hole drill.
- Knowledge of Workers' Compensation Board and WHMIS Regulations and other relevant health and safety procedures regarding materials and chemicals used in printing and graphics.
- Excellent organizational and good communication skills.
- Ability to perform duties with speed and accuracy and to work effectively under pressure with assigned deadlines.
- Physical capability to perform the job duties.
- Valid BC Class 5 Driver's License
- Ability to maintain the confidentiality of sensitive information seen or heard.
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