

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

PRINT SHOP CREW CHIEF

DEFINITION

To coordinate, direct and participate in the operation of the district print shop.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Print Shop Supervisor. Exercise functional and technical supervision over assigned print shop personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide functional and technical supervision to print shop personnel. Maintain print shop schedule. Initiates and tracks outside orders for supplies or outsourced projects. Initiates and tracks maintenance of equipment. Trains and reviews work of print shop users. Provide technical assistance to print shop users. Knowledge of print shop and computer equipment. Serve as a district resource to facilitate printing projects. Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of high volume photocopy offset press, bindery and computer equipment. Knowledge of general types of materials and principles used in printing. Knowledge of print shop and computer equipment. Ability to follow directions and maintain print shop schedule. Ability to initiate and track supply orders. Ability to outsource and track printing or bindery projects. Ability to maintain print shop equipment. Ability to understand and carry out oral and written directions. Ability to work effectively in the absence of supervision. Ability to train print shop personnel. Ability to work with print shop customers and provide them with technical support. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years of increasingly responsible experience and knowledge of print shop operations and equipment.

Training:

Formal and informal training which provides the ability to read and write at a level necessary for job performance supplemented by specialized training in print shop operations.

Reviewed and agreed to by:

Incumbent: _____ Date: