

PRINTSHOP TECHNICIAN

Division: 4 (Clerical)

Reports to: Director of Facilities

Job Summary

With minimal direction, the Printshop Technician designs layouts and graphics and duplicates a variety of materials. He/she works cooperatively with other employees, students and the public.

Duties and Responsibilities

- Duplicates, sorts collates and staples materials.
- Designs graphics layouts and signs using a computer.
- Diagnoses photocopier problems and performs minor maintenance.
- Maintains and reconciles printshop accounts manually and/or using a computer.
- Calculates charges and forwards to Financial Services department.
- Answers inquiries and relays messages to and from other staff by telephone, mail, computer, facsimile or in person.
- Maintains printshop inventory.
- Mounts graphics and text from computerized sign cutter.
- Coil binds materials.
- Cuts and pads materials.
- Files and maintains a variety of materials such as requisitions and work orders.
- Lifts and moves office and paper supplies.
- Performs other clerical or emergent duties.

Equipment Used

Photocopier, computer, sign cutter, facsimile machine, binding machine, telephone, industrial paper cutter, calculator and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- Supplemented by relevant course work (Graphic Design and Layout) or equivalent experience.
- Intermediate level desk top publishing skills.
- Basic level bookkeeping skills.
- Knowledge of office practises and procedures.
- Ability to perform minor maintenance of photocopiers.
- Ability to use courtesy and tact in settling complaints, requests, and clarification of information in contacts with public, parents, staff and students.

- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

Originated: July 1, 1994
Revised: October 20, 2008, February 4, 2015
Printshop Technician