

**CLASS TITLE: PRINT SERVICES TECHNICIAN**

**BASIC FUNCTION:**

To assist in the packaging of materials to be delivered to schools and offices and to help with mailings and deliveries when needed; review materials for delivery for correctness and accuracy; sort and file documents necessary to the operation of the Reprographics Department; answer telephone calls and assist customers; help with laminating and shrink-wrapping and assist in sorting, inserting, addressing of envelopes and stapling of printed materials; to operate copiers when needed.

**REPRESENTATIVE DUTIES**

Count, bundle, and package duplicated materials for delivery to schools/offices.

Check for address correctness in payroll check and other important mailings.

Sort and file invoices, shipping slips, job order forms and other documents necessary to operation of the Reprographics Department.

Assist in the sorting, inserting and addressing of envelopes, flyers and other mailing materials.

Answer telephone calls and assist customers.

Help in laminating and shrink-wrapping materials for shipping.

Ride with delivery driver to assist in deliveries of boxes and other materials..

Store delivered materials into the proper storage or holding areas.

Deliver finished materials to departments located in the Administration Building.

Operate copiers when necessary.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods of rigging and loading a variety of materials

**ABILITY TO:**

Carry out oral and written instructions; write and speak at a level sufficient to fulfill the duties to be performed for the position described..

Read and write at the level required for successful performance on the job.

Physical capabilities sufficient to perform job tasks.

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

**EDUCATION AND EXPERIENCE**

Any combination of education, training and/or experience equivalent to completion of one year of experience in delivery or shipping work

**WORKING CONDITIONS****ENVIRONMENT**

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

Must wear protective safety boots as required

**PHYSICAL DEMANDS:**

Employees in this position must have/be able to:

Lift and /or carry up to 40 lbs at waist height for short distances

Occasionally lift and/or carry up to 60 lbs at shoulder height for short distances.

Walk and/or stand for extended periods of time.

Sight to perform assigned duties.

Push/pull up to 200 lbs for short distances.

Occasionally push/pull up to 350 lbs for short distances

Bend at the waist, kneel and stoop.

Frequently grasp, reach overhead, above the shoulders and horizontally.

See, hear and speak with/without assistive devices sufficient to communicate with others.