

CITY OF SALINAS

CENTRAL SERVICES TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SMEA / H04

DEFINITION

To operate a variety of reproduction equipment, including offset and other duplicating equipment, plate-making equipment, paper cutters, and bindery equipment; and to perform mail receiving and distribution services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Telecommunications Services Technician.

ESSENTIAL FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Operates offset duplicating equipment, high speed photocopier and other related reproducing devices; keeps equipment clean and in good working condition; contact and coordinate appropriate service vendors for repairs and maintenance. Sets up, adjusts, and operates bindery equipment and special machines such as stitchery, collator, folder, drill, cutter; cleans and maintains equipment. Picks up mail from post office and distributes it to the proper City departments; operates postage machine and computer terminal and delivers posted City mail to the post office. Maintains adequate inventory of supplies, and places orders as needed. Completes work requests on each job performed, calculating total cost to be charged back to the departments. Performs quality control checks to determine if job is acceptable for client.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, emotional and mental stamina to perform essential duties and to work in a standard office environment; manual dexterity sufficient to write, use telephone, business machines, off-set high speed photocopier, bindery equipment and other related electronic or computerized equipment; vision sufficient to read fine print on computer screens as well as printed materials, with no color deficiencies; hearing sufficient to detect mechanical problems in machinery, conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, and on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, and drive a motor vehicle; utilize a computer; work with hand tools used to provide maintenance services on equipment; and physical strength to lift boxes and stock supplies weighing up to 60 pounds from the floor.

WORKING CONDITIONS

Business office working environment subject to standing for prolonged periods of time, sitting at a desk and/or standing at a counter for long periods of time. Occasional need to drive an automobile to make deliveries, and travel to attend classes, seminars and occasional out-of-town meetings during work and non-work hours.

QUALIFICATIONS

Knowledge of:

Operation and basic maintenance of offset, high-speed photocopier, bindery equipment, and other related electronic or computerized equipment. Weights and uses of paper, inks, solvents and various products used with offset and rapid copy machines. Techniques to prepare plates for printing press. Basic mathematic. Safety hazards and appropriate precautions applicable to the print shop.

**CITY OF SALINAS
CENTRAL SERVICES TECHNICIAN (continued)**

Ability to:

Operate offset and other reproducing and photocopying devices, bindery equipment, postage meter, other related equipment. Perform with accuracy, neatness and speed. Maintain accurate logs and records of work performed. Make mathematical computations. Understand and carry out oral and written directions. Work under constant time pressure. Plan, prioritize and schedule work according to standard and special work orders and assignments. Promote the mission, values and organization of an effective public organization, particularly in the area of customer service. Establish and maintain effective working relationships with others.

Skills to:

Operate and make minor repairs to offset printing, postage equipment, and other related equipment.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to graduation from high school/GED and one year experience performing a full range of graphics equipment operator duties on equipment comparable to that used by the City of Salinas.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 7-96, REV: 7-00, REV: 8-05