

Palm Springs Unified School District

Lead Mail Services/Reprographics Technician



JOB DESCRIPTION

Palm Springs Unified School District

LEAD MAIL SERVICES/REPROGRAPHICS TECHNICIAN

PURPOSE STATEMENT

The Lead Mail Services/Reprographics Technician plans, organizes and directs the District's mail and printing services including; provides information and advice on postal needs and services; ensures assignments are completed in a safe, proper and timely manner; and provides coverage for Reprographic services as needed.

FUNCTIONS

- Coordinates postal services (e.g. special mailings, supply needs, preventive maintenance, equipment repairs, etc.).
- Maintains records, files (computer and manual) (e.g. cost analyses, barcoding, Certified mail costs, etc.).
- Performs preventive maintenance and minor equipment repairs.
- Creates and designs original layouts and artwork.
- Prices and estimates project costs.
- Prioritizes project deadlines.
- Recommends equipment, supplies and materials (e.g. evaluating products, conferring with vendors, etc.).
- Recommends and implements changes and new departmental procedures.
- Responds to inquiries from staff, vendors, etc. and provides information and/or directions.
- Schedules staff assignments.
- Prepares written materials (e.g. work orders, purchase orders, job cost estimates, pieces generated, savings, barcoding, postal service forms, etc.).

- Oversees inventory of mail room supplies and equipment.
- Performs the functions of the Reprographics Technician.
- Trains assigned personnel.
- Assists with employee evaluations by providing input and recommendations for decision making.
- Assists other personnel as maybe required.
- Performs related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Any combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed above. An example of an acceptable combination is:

Two years of experience operating digital printing equipment, at least one year of which shall have been in operating and maintaining printing equipment, with half-tone, color and multi-color work;

Two years of clerical and postal experience with bulk mail, bar-coding procedures and related procedures associated with U.S. postal discounts.

SKILLS are required to process and distribute a large quantity of mail; sort and compare names and numbers rapidly and accurately; sort, weigh, package, stamp, meter and insure mail items; perform standard printing production work on a variety of equipment; operate print and duplication equipment; perform routine clerical work; keep accurate records; make mathematical calculations; operate office equipment; drive a truck in a safe manner.

KNOWLEDGE of U.S. postal regulations, rates, and procedures; district organization and policies related to mail processing; use of postal processing equipment; variety of printing equipment including digital copiers/printers, proper use and storage of printing chemicals, paper, film, etc. care and repair of graphic services equipment; computer hardware and software and applicable software applications and equipment such as collator, stitcher, folder, trimmer; pertinent software applications; operating drill, binder, and other finishing equipment; duplicating methodology and terminology; locations of schools, offices, and personnel; safe operation of vehicles.

ABILITY to prioritize and organize duplication work to ensure fast and efficient production documents; maintain, clean, and make minor repairs to a variety of duplicating machines; follow oral and written instructions; maintain current knowledge of technological advances in the field; determine appropriate action within given guidelines and policies; estimate and assure adequate resources to meet material, labor, equipment and time requirements; observe health and safety regulations; understand and follow oral and written directions; communicate effectively with others; perform simple and repetitive tasks; communicate effectively both orally and in writing; work independently with minimum direction; drive a motor vehicle safely to various sites to perform duties of position; observe safety precautions and procedures; maintain a work pace appropriate to a given workload; establish and maintain effective working relationships with students, fellow employees, teachers, and administrators; understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff; maintain consistent, punctual and regular attendance.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 45% walking, and 35% standing. The job is performed under some temperature extremes and some hazardous conditions.

Required Testing

Certificates

Job Related Proficiency Examination

Valid Driver's License and Evidence of Insurability

Continuing Education/Training

Clearances

None Specified

Criminal Justice Fingerprint/Background Clearance
TB Clearance

Pre-placement Physical Exam

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Collective Bargaining Agreement between California Teamsters Public, Professional & Medical Employees Union, local 911 Maintenance & Operations Unit, and Palm Springs Unified School District.

<u>FLSA Status</u>	<u>Bargaining Unit</u>	<u>Salary Range</u>	<u>BOE Approval Date</u>
Non Exempt	Teams 1	22	1/22/2019

[Top](#) | [Print](#) | [Close](#)