

SENIOR CENTRAL SERVICES TECHNICIAN

Job Summary:

Under general supervision, to operate and maintain printing machines and related equipment utilized in the reproduction of printed matter; to perform specialized clerical work; to supervise other employees in Central Services; to perform duties in a higher classification as assigned; and to perform related duties as required.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Operates a variety of reproduction machines including but not limited to copiers, binding machines, laminating machines, folding machines and shredders to reproduce various forms, correspondence, reports, minutes, charts and specialized publications.
2. Resupplies machines with paper, toner and other necessary supplies.
3. Cleans machines and maintains in proper working order.
4. Arrange for repairs and maintenance of reproduction equipment.
5. Sort, distribute, process and meter incoming and outgoing mail.
6. Occasionally drive a motor vehicle to drop off or pick up packages or other mail; or to pick up materials and supplies from local vendors.
7. Operates postage meter and re-supplies materials and postage funds.
8. Signs for incoming inventory, tags and stocks shelves.
9. Maintains inventory records and files.
10. Maintains inventory levels and requisitions necessary supplies.
11. Manages annual Central Services inventory; including verifying quantity, tags, prices, and storage location.
12. Contacts vendors for orders of inventory.
13. Maintains records and operates filing system.
14. Supervises the work of others, and discusses performance Department Management.
15. Schedules work and rest periods for others.
16. Performs related duties as required.

Education and Experience:

High school diploma or equivalent. Two (2) years of full-time paid office experience performing work with duplicating equipment. One (1) year of lead experience.

Knowledge of:

1. The operation of duplicating equipment and photocopy machines.
2. Office practices and procedures.

Skill and Ability to:

1. Learn assigned office tasks; perform arithmetic computations with accuracy.

2. Operate standard office and reproduction machines; including but not limited to copiers and computers with related software.
3. Lift objects weighing up to 50 pounds.
4. Meet schedules and time lines.
5. Maintain clerical records and prepare simple reports.
6. Understand and carry out oral and written directions.
7. Learn functions and programs of the department.
8. Learn to apply regulations of the department to specific situations where precedents have been established.
9. Communicate effectively with others both orally and in writing.
10. Make adjustments to machines and other equipment.
11. Plan and lay out a variety of material for duplication.
12. Index and alphabetize accurately.
13. Type accurately.
14. Demonstrate physical endurance, agility, and strength necessary to work for long periods of time in a standing position.
15. Establish and maintain effective working relationships with others.
16. Supervise others.

License and Certificate:

Possession of a valid California Class C driver's license and must be insurable by the City's insurance carrier. Employees in the classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

1. Require vision (which may be corrected) to read small print.
2. Require the mobility to stand, stoop, reach and bend.
3. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
4. Require the ability to stand for long periods.
5. Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 50 pounds and may occasionally weigh up to 100 pounds.
6. May be required to work around loud noise.
7. May be required to work around moving mechanical parts.
8. May be required to work around electrical current.