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## **REPROGRAPHICS TECHNICIAN**

### **DEFINITION**

Under general supervision, performs a variety of tasks involving reprographic processes which utilize both the computer and direct contact duplicating equipment and various types of bindery equipment capable of reproducing printed material for District divisions, departments, faculty and staff; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Bookstore and Reprographics. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class responsible for the timely and high-quality reproduction of a wide variety of business and educational support materials. Incumbents utilize specialized computer software and operate high-speed reproduction equipment to meet customer requirements and complete varied reproduction orders. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents are required to be fully trained in all procedures related to the completion of print jobs.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Sets up and operates a wide variety of reprographics machines and related equipment to produce bulletins, brochures, booklets, forms, letters, postcards, transparencies, book covers, and instructional materials.
- Operates bindery equipment and performs related tasks including cutting, three-hole drilling, off-line stapling, paper jogging, folding, padding, and/or saddle stitching to complete the job according to customer specifications.
- Receives, reviews, and prioritizes work orders; scans and submits jobs for daily printing; releases web jobs; plans, schedules, and completes assignments in compliance with standards of work production; expedites emergency jobs.
- Communicates with faculty, staff and administrators to clarify work requests and define project requirements and expectations; assists with minor editing and formatting before sending proof to customer.
- Performs preventive maintenance and minor repairs and adjustments to equipment; arranges for equipment repairs with service technicians and vendors; maintains records of work performed, supplies used, and vendor jobs; makes necessary adjustments to equipment for the most efficient performance.
- Learns and applies emerging technologies related to the area of assignment.
- Checks materials reproduced for optimal copy clarity and intensity of imprint.
- Prepares completed jobs for pick-up, including the shelving or boxing for jobs too large to fit on the shelves; wraps finished jobs.
- Completes specialized printing projects comprising large and/or odd sized formats; takes extra steps such as scanning and/or cropping individual pages.

- Instructs student workers on proper use of equipment.
- Assists customers in the proper operation and use of standard photocopy machines.
- Maintains an inventory of reprographics supplies including paper, ink, toners, developers, and solvents.
- Answers phone calls and works towards the resolution of issues; notifies the supervisor of significant feedback, uncommon issues, and important circumstances.
- Organizes and cleans print shop and work areas.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Standard methods, materials, tools, and equipment used in a comprehensive reproduction shop.
- Basic principles and techniques of graphic arts, computer graphics, graphic design, page layout and image editing.
- Computer systems, software and hardware used in assigned area.
- Operations and care of equipment used in the course of work.
- Safe work practices.
- Record-keeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- District policies and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Operate various equipment and tools such as a paper cutter, folders, drills, binding, and related equipment.
- Select proper color, size, and weight of paper, and proper inks for each project.
- Perform basic preventative maintenance of equipment and tools.
- Understand and follow written and verbal directions, instructions, and safety rules and procedures.
- Maintain accurate logs, records, and basic written reports of work performed.
- Understand and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience working with reprographics equipment.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting containing large reprographic machines and use specialized equipment, including copy machines, office computers, paper cutter and folder, paper drill, heavy duty stitcher and stapler, laminator, shrink wrapper and heat gun. This is an office classification and frequent standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned equipment. Positions in this classification stand, bend, stoop, kneel, and reach to operate the machinery and handle print jobs. Employees should be able to demonstrate the manual dexterity needed to perform fine maintenance procedures. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate to high noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Due to the nature of work, employees may come into contact with fumes, dust, and/or odors and may be exposed to mechanical and electrical hazards due to moving parts of the reprographic equipment.

**Salary Grade:** C1-44

**FLSA:** Non-Exempt

**EEO Code:** H-

**Board Approved:** April 2021