



PERSONNEL COMMISSION

Class Code: 5132
Salary Range: 16 (C1)

REPROGRAPHICS TECHNICIAN

JOB SUMMARY

Under close supervision, perform a variety of technical duties in the operation of high-speed copiers and related reprographic equipment to produce a wide variety of printed materials; maintain records related to work performed; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of technical duties in the operation of high-speed copiers and related reprographic equipment to produce a wide variety of printed materials such as forms, letters, bulletins, envelopes, business cards, agendas and booklets. **E**
- Operate a digital high-speed copier and related bindery and finishing equipment such as an electric cutter, fusion punch, jogger, padder, laminator, shrink wrapper, collator, saddle stitcher, drill punch and binder; determine and set equipment measurements. **E**
- Operate a variety of office equipment including a computer and assigned software; email, receive, log and scan reprographic jobs into computer; process computerized jobs. **E**
- Run jobs and check samples for centering, numerical order, level and clarity of copy; cut, paste, collate, drill, fold, bind, staple and assemble reprographic jobs; package and prepare finished jobs for delivery. **E**
- Maintain equipment in working order; clean, adjust and perform routine maintenance such as removing paper jams, replacing ink and toner, loading paper and adjusting minor malfunctions; contact vendors to arrange for equipment repairs as necessary. **E**
- Receive and review work request forms; determine printing requirements; communicate with school and District staff regarding reprographic needs, job instructions and completion time lines. **E**
- Complete work request forms; assist customers in the planning of reprographic jobs; estimate cost of work orders as requested. **E**
- Answer telephones and greet visitors; respond to inquiries; provide information regarding reprographic services and status of jobs. **E**
- Maintain a variety of records and files related to work performed including material and equipment usage and jobs received and completed; notate monthly equipment meter readings as directed. **E**

- Assist in conducting inventory of paper and print supplies; monitor stock and supply levels; place orders for parts and supplies as directed. ***E***
- Attend meetings and trainings as directed; drive a vehicle to conduct work and deliver jobs as needed. ***E***
- Train and provide work direction to reprographics support staff and student workers as assigned.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Reprographics Technician performs a variety of technical duties in the operation of high-speed digital copiers and related reprographic equipment to produce a wide variety of printed materials. Incumbents assist in assuring smooth and efficient shop operations and the timely completion and delivery of reprographic jobs. A Reprographics Technician must demonstrate sound interpersonal skills and positive public relations in their contacts with customers.

EMPLOYMENT STANDARDS

Knowledge of:

Operation and maintenance of reprographic machines and related equipment.
Principles, processes and equipment used in reprographics and high-speed digital copying.
Operation of a variety of office equipment including a computer and assigned software.
Inks, chemicals and paper stocks used in reprographics.
Safety hazards common to a print shop and safe working techniques.
Record-keeping techniques.
Basic inventory methods and practices.
Interpersonal skills using, tact, patience and courtesy.
Oral and written communication skills.
Basic math.

Ability to:

Perform a variety of technical duties in the operation of high-speed copiers and related reprographic equipment.
Operate and maintain a high-speed digital copier and related bindery and finishing equipment.
Produce quality print jobs according to established production standards.
Assist customers with planning jobs.
Adjust and perform routine maintenance to copiers and reprographic equipment.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written instructions.
Meet schedules and time lines.

Maintain records and files.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Add, subtract, multiply and divide accurately.

Education and Training:

Graduation from high school or equivalent.

Experience:

One year of experience in the operation of high-speed digital copiers and related reprographic equipment. Experience in a public agency is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Print shop environment.
Noise, dust, heat and fumes from equipment operation.
Working around sharp blades and machinery having moving parts.
Chemicals used in reprographic processes.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and specialized equipment.
Hearing and speaking to exchange information in person and on the telephone.
Standing for extended periods of time.
Seeing to read a variety of materials and monitor printing operations.
Lifting, carrying, pushing or pulling heavy carts and objects weighing approximately 50 pounds and with assistance up to 100 pounds.
Bending at the waist, kneeling or crouching.
Climbing ladders to reach paper and supplies.
Reaching overhead, above the shoulders and horizontally.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/6/2008

Revised: 4/11/2019