

REPROGRAPHICS TECHNICIAN

DEFINITION

Under general supervision, performs key operator service on assigned equipment; sets up, operates, and adjusts reprographics equipment and copiers for reproducing typewritten and other copy; operates and maintains all peripheral print shop equipment; lays out work performing limited art and graphics work; assists in ordering supplies; cleans and adjusts machines; and performs related work as required.

EXAMPLES OF DUTIES

Receives, schedules, and prioritizes printing orders; communicates using tact and diplomacy with requesting staff regarding print orders, status, and inquiries. *E*

Runs single and multiple color projects and reproduces a wide variety of digital, printed or typewritten materials, operating a high speed, complex digital reprographic machine. *E*

Operates a computer to accept incoming print jobs on-line and performs digital print submission. *E*

Prepares digital files by manipulating in various computer software programs. *E*

Prepares camera-ready artwork, including design, layout, and paste-up. *E*

Assists in estimating materials; maintains labor and material records. *E*

Collates, assembles, hole punches, pads, folds, binds, and staples reproduced materials and performs other bindery tasks. *E*

Reviews job for completeness; prepares finished jobs for delivery and mail. *E*

Cleans, maintains, services, and performs routine maintenance on equipment; makes emergency temporary repairs when necessary; and communicates with service representatives in the maintenance of the equipment. *E*

Maintains inventory of paper, supplies, and ordering when necessary. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Types, quality, weights, and uses of paper, and various patented products made for use with reprographic equipment;
2. Reprographics machines and methods of adjusting them for operation;

Knowledge of: (cont.)

3. Effective public relations; interpersonal skills using tact, patience, and courtesy;
4. Personal computer and job-related software programs;
5. Basic math;
6. Fundamentals of time management;
7. Recordkeeping and filing system techniques; and
8. Appropriate safety precautions and procedures.

Ability to:

1. Set up, adjust, and efficiently operate a variety of reprographic machines and equipment;
2. Perform complex or varied tasks;
3. Design and lay out camera-ready copy;
4. Operate power cutter, stitcher, folder, plate maker, and related equipment;
5. Operate standard office equipment, personal computer, and word processing equipment using related software;
6. Maintain equipment in clean working order;
7. Communicate effectively with school personnel and the public;
8. Maintain accurate records;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience at a skilled level as key operator or experience in the operation of quantity material reproduction using a digital reprographic machine. Completion of a technical trade school curriculum for a certificate program is substituted for the required experience.

WORKING CONDITIONS

Environment:

Indoor working environment; subject to noise from equipment operation.

Physical Activities:

Dexterity of hands and fingers to operate a variety of reprographic equipment; standing for extended periods of time; bending at the waist; moderate lifting up to 50 pounds; carrying, pushing or pulling; seeing to proofread completed work.

Revised: 7/81
6/85
7/94