



Job Description

JOB TITLE: REPROGRAPHICS TECHNICIAN

PAY GRADE: CL 18

LAST REVISED: JUNE 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under general supervision of the General Services Manager, operates offset printing, high speed duplication, bindery, camera and other specialized reprographics equipment to produce printed materials for District staff members, as requested and appropriate, and to do related work, as required.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Produces high quality printed materials for District staff members including a variety of multicolored brochures, flyers, newsletters, letterhead stationery, advertisements, business cards and programs.
2. Records and signs printing requests upon completion of requested printing/copying job and routes to appropriate District mail stops; maintains accurate and up to date records of chargeable printing/copying jobs, and usage of photocopiers and/or other duplicating equipment.
3. Provides advice to District staff members regarding cost saving alternatives for offset printing and/or high speed copying jobs; provides written printing/copying estimates; advises and assists District staff regarding District/Reprographics Office printing/copying policies and procedures, various printing/copying processes, duplication equipment, U.S. Postal Service (USPS) postal regulations for bulk mailing of printed materials, and choice of paper, ink colors, design, etc., for printing/copying jobs.
4. Operates offset presses and second color unit for tight register multicolored printing and four-color process printing; adjusts setting for paper path; tests and evaluates feeder and paper path setup and adjusts as necessary.
5. Mixes inks required for specific jobs using established color matching system; records density of ink throughout press run to ensure exact match; analyzes ink consistency and adjusts as necessary; mixes fountain solutions and tests for correct pH levels to insure optimal ink and water balance.
6. Ensures proper operation and performs maintenance on offset press; lubricates and cleans mechanical parts; cleans ink and water rollers, blankets, back cylinder, feed roller, and the interior and exterior of printing units; installs silver master and other metal plates; monitors condition of rollers; reorders and installs rollers as necessary; identifies and reports complex mechanical problems and arranges for repairs or other assistance with service company personnel, as necessary.
7. Interprets print requests and reproduces a wide range of printed material according to customer specifications; operates high speed photocopiers by programming a wide range of technical information for particular jobs; adjusts paper tray guides; installs dry ink cartridges; clears paper jams; troubleshoots and takes corrective action to solve complex technical problems.

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8. Performs digital printing functions; downloads printing requisitions from various file formats; downloads software and fonts for compatibility with District computer for online printing; converts files to appropriate formats and prints to digital printer.
9. Monitors paper and copier supplies inventory; reorders stock as necessary.
10. Operates and maintains a variety of specialized bindery equipment including a collator, paper cutter, paper drill, air folder and various other equipment; cleans belts and rollers, paper trays and exterior surfaces; installs fuses and monitors condition of operating parts; troubleshoots a variety of mechanical problems as they occur and takes corrective steps to solve them to ensure meeting production deadlines and timetables.
11. Programs various collator jobs by making adjustments to speed, timing or activation of paper bins; observes collator throughout runs to ensure maintenance of quality standards.
12. Operates and maintains paper cutter by adjusting backstop for specialized cutting of finished offset printing and high speed copies; uses exact measurements for precise cutting; monitors the condition of cutting blades; removes cutting blades and repackages them for shipping/recycling; installs and adjusts cutting blades using strict safety procedures.
13. Operates and maintains three-hole paper drill; monitors condition of drill bits and sharpens or replaces them; changes drill blocks and adjusts drilling intervals and spindles; drains and refills hydraulic fluid reservoirs for optimal mechanical performance.
14. Operates vacuum air folder to fold a wide variety of printing/copying jobs; ensures consistent folding of printed sheets.
15. Operates laminating and shrink wrap machinery; adjusts heat rollers and tension; replaces laminating film and cleans heat rollers.
16. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Offset printing and reprographics processes, including industry standards and sources.

Operation of offset printing presses and high speed photocopiers for multicolor, tight register, high quality reproduction or equivalent equipment.

Bindery equipment operation, uses, capabilities, and safety requirements.

Safety regulations and procedures, including those for safe lifting and for proper handling, storage, and disposal of hazardous materials.

Solutions, chemicals, inks, and mixing of inks.

Principles and procedures of record keeping and filing.

Basic business mathematics.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Interpret printing request forms and make independent decisions.

Operate offset printing presses and high speed photocopiers for multicolor, tight register, high quality reproduction.

Operate various bindery equipment on a daily basis to process offset printing and photocopied materials using exact ruler measurements.

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Estimate time, material and costs for reprographics projects.
Implement and maintain standard filing systems.
Observe strict safety regulations and procedures, including those for safe lifting and for proper handling, storage, and disposal of hazardous materials.
Meet critical deadlines while working with frequent interruptions.
Make arithmetic calculations of average to above average difficulty.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Work cooperatively with other departments and divisions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of increasingly responsible experience in the operation of a variety of reprographic production equipment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid Hazardous Materials Awareness training card.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a reprographics shop with exposure to noise, dust, fumes and potentially hazardous chemicals.

Physical: Primary functions require sufficient physical ability and mobility to work in a reprographics shop; to stand, walk or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight; to operate office and reprographic equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; distinguish color; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates
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