

JOB TITLE: Reprographics Technician
PAY GRADE: CL 18
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, operates digital printing, high speed duplication, bindery, and other specialized reprographics equipment to produce printed materials for the District.

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. Operates a variety of printers and reprographic equipment to produce high-quality printed materials for the District, including, but not limited to, a variety of multicolored brochures, flyers, newsletters, letterhead stationery, advertisements, business cards, programs, banners, and large signs.
2. Operates and maintains high speed photocopiers both Black and White (B/W) and Color by programming a wide range of technical information for specific jobs, including, but not limited to, adjusting paper tray guides, installing ink cartridges and toners, and clearing paper jams to ensure ability to meet production deadlines and timetables.
3. Operates and maintains wide format digital printer for posters, banners, and other large format items.
4. Operates and maintains "Flatbed Printer" for printing on a variety of different media, including, but not limited to, coroplast, foamboard, and golf balls; monitors inks and functionality of printer.
5. Performs digital printing functions, including downloading print requisitions from various file formats, downloading software for online printing, and converting files to appropriate formats.
6. Produces a wide variety of bound productions; adjust backstops to apply specialized cutting, applying exact measurements of finished digital printing, and high-speed copies.
7. Monitors, maintains, and arranges for binding machine and paper cutter maintenance and repairs including, but not limited to, cutting blades (removal, repackaging for sharpening to vendor, and reinstallation and adjustment of blades).
8. Operates, maintains, and repairs laminating and shrink wrap machinery; replaces laminating film, shrink wrap roll, and cleans heat rollers; remove and properly retread excess waste spindle.
9. Operates and maintains gromet machine.
10. Operates and maintains vacuum air folder to fold a wide variety of printing/copying jobs; ensures consistent folding of printed sheets.
11. Operates, adjusts, and maintains coil binding unit, comb binder, and numbering/perforator/scoring machine for a wide variety of printing outputs.
12. Maintains accurate records of chargeable jobs and routes to the appropriate District department.
13. Advises District staff members regarding cost-saving alternatives for digital printing; provides estimates, including information on Reprographics/Printing Office printing/copying policies and

procedures, equipment, and available choices for paper, ink color, design and other printing and bindery variables.

14. Monitors paper and copier supply inventory; keeps inventory stocked for print job availability and advises department lead of special supplies needed for non-standard print requests.
15. Performs related duties that support the overall objective of the position.

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:

- Digital printing and reprographics processes, including industry standards and sources.
- Software applications used in reprographic and/or print jobs.
- Reprographic supplies to ensure accurate print orders based on compatibility of supplies with equipment used, including inks, printing materials, color, types, sizes, chemicals, and bindery techniques and processes.
- Replacement processes for ink cartridges, toners, and printheads.
- Principles and procedures of record keeping and filing.
- Basic mathematical concepts.

Ability to:

- Operate and maintain digital printers and highspeed photocopiers for black and white, multicolor, tight register, large format, and high-quality reproduction.
- Operate and maintain bindery equipment to process materials using exact ruler measurements.
- Interpret printing request forms and make independent decisions.
- Estimate time, material, and costs for reprographics projects.
- Place banner reinforcements onto banners.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques, safe machine and equipment operation, and safe handling, storage, and disposal of hazardous materials.
- Make arithmetic calculations of average to above average difficulty.
- Plan and organize work to meet changing priorities and deadlines.
- Maintain accurate filing systems.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Equivalent to the completion of the twelfth grade or General Educational Development (GED).

Experience

- Two years of increasingly responsible experience operating a variety of reprographic production equipment.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- Hazardous Materials Awareness Certificate.

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, noxious odors, 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.

Board Approval: July 15, 2025