

**REPROGRAPHICS TECHNICIAN**

**DEFINITION**

Under supervision, to operate a high speed, digital reprographic machine and auxiliary print equipment in the quantity production of printed material; to maintain print production records and billing; and to provide assistance and information on efficient and productive print methods.

**EXAMPLES OF 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. Sets up and operates a high speed, complex digital reprographic machine.
2. Produces volume production of a variety of materials including booklets, letter, bulletins and a variety of other documents, including materials of a highly sensitive and confidential nature.
3. Programs print instruction specifications.
4. Cleans and adjusts equipment; performs maintenance such as changing belts, rollers, and filters; reviews manuals to assist in routine maintenance.
5. Logs, prices, and organizes print orders; prioritizes print orders and completes within deadlines.
6. Provides information and assistance to print production users.
7. Sets up copiers for extended production runs and monitors the equipment during the copy process.
8. Reviews originals for quality and efficient reproduction methods.
9. Answers telephone providing information on status of print orders and print facilities procedures.
10. Files delivery records and print requests; maintains inventory of paper and supplies.
11. Operates auxiliary print equipment including collator, folding machine, stapler, padding press, drill, paper cutter, and perforating machine; may provide training on copier usage.
12. Prepares logs and reports on print production; calculates and maintains monthly records of usage.
13. Sorts print tickets into specified categories and prepares billing totals.
14. Coordinates summer bulk print ordering; assigns work assignments and provides leadership in the absence of the supervisor.
15. Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods, techniques, and procedures of quantity material duplication; inventory control and supply methods and techniques; record-keeping methods and procedures; safe working methods and procedures.

**Ability to:**

Set up and operate a digital reprographic machine and auxiliary print equipment; maintain a variety of records and files in the print production center; operate a calculator to price print requests and perform preliminary billing; learn to operate new equipment and adapt to changing technology; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

**Education/Experience:**

Any combination equivalent to: Completion of the twelfth grade and one year of experience in the operation of quantity material reproduction using a digital reprographic machine. One year as a CUSD Bindery Assistant and completion of approved training or coursework will be considered qualifying.

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

**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 print shop setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a print shop setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

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