

OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

REPROGRAPHIC TECHNICIAN

DEFINITION:

Under general supervision of the Graphic Communications Supervisor, operates computer-generated digital printers, high speed copiers, binding and postage equipment, to provide quality printing, binding and mail services for District offices and school sites; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This class is distinguished from other classifications required to use copier equipment in that the work performed is primarily devoted to high speed, high volume, production of printed materials and professionally binding them into quality finished products, the sorting and distribution of inter and intra District mail, and the determination of and applying postage to outgoing U.S. mail, Express mail and parcels.

EXAMPLES OF DUTIES:

Makes necessary preparations for, operates and maintains a high speed digital electrophotographic printer, color copier and other machines used in the reproduction of a variety of printed materials such as agenda materials for the Board of Trustees, Personnel Commission, and District appointed committees, and bulletins, booklets, newsletters, reports, and forms for schools, departments and teachers; *E*

Makes necessary preparations for ensuring quality post print production and/or binding, operates and maintains various equipment and machinery safely and efficiently such as paper cutter, folder, heavy duty stapler, stitcher, paper punch, spiral binder, velobinder, tying machine, shrink wrapper, etc.; *E*

Performs routine preventive maintenance on equipment, i.e., clearing paper jams and cleaning equipment as required, replaces consumable materials, monitors equipment operation; *E*

Reports equipment malfunctions or symptoms of problems to the appropriate vendor or repair contractor, who may make suggestions of items to check and/or adjust; *E*

Confers with district staff and committees regarding reprographic requests; *E*

Requisitions, receives, shelves, and ensures sufficient supplies of paper and consumables are maintained to minimize production delays;

May confer with vendors regarding paper and binding supplies;

E denotes an essential function of the job.

Sorts, opens and distributes inter and intra District mail, U.S. mail and Express mail and parcels;

Determines postage for outgoing mail, and other charges;

Maintains postage meter, keeping and making records of postage accounting;

Keeps labor, material and other records;

May provide leadership and/or direction to assigned helpers, including training others in the safe utilization of equipment and supplies;

Operates standard office equipment.

SUPERVISION:

General supervision is received from the Graphic Communications Supervisor.

Supervision is not exercised over other employees. However, may provide leadership and/or direction to assigned helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

Safe and efficient photocopier operating procedures;

Safe and efficient bindery equipment operating procedures;

Laws and/or regulations related to copyrights;

Software programs used in digital reprographic operations, including a thorough knowledge of Adobe Acrobat;

Modern office procedures and equipment;

Basic mathematics;

Record keeping methodologies and practices.

Ability to:

Operate and adjust a variety of copier and bindery machinery skillfully and safely;

Work independently, safely, accurately and efficiently;

Utilize sound independent judgment in prioritizing and performing tasks, fulfilling responsibilities and meeting time requirements;

Estimate materials, time and cost needed to complete assigned tasks;

Understand and carry out oral and written instructions;

Learn postage rates, mailing regulations and procedures;

Operate a variety of office and mailing equipment;

Maintain accurate records;

Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the required education and experience. Typically those are acquired through graduation from high school and one or more years of work experience with copier and bindery equipment for a high volume commercial or public sector employer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently lifts, carries, pushes, pulls objects weighing up to 50 pounds; consistently stands and walks; frequently stoops, bends, kneels, reaches over head, uses step stools and maintains balance; repetitively uses fingers on both hands simultaneously to keyboard and grip materials; speaks clearly and hears normal voice conversation; requires normal depth perception, color vision and the ability to see small details; uses a computer, digital copiers, cutting and bindery equipment and telephone; works inside exclusively; is exposed to loud noise, vibration(s), and dust; works with sharp objects and machinery with moving parts; has direct contact with public and other district staff; works frequently without direct guidance from supervisor; works with high volume and tight deadlines. Employment is contingent upon passing physical and back evaluation exam.

Last revised as Duplicating/Mail Room Services Operator 1/99
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