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## **Reprographic Technician**

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### **JOB SUMMARY:**

Under general supervision of the Deputy Superintendent, Administrative Services or designee, 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. Provides assistance and information on efficient and productive print methods.

### **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.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties**

- Operate and maintain high speed production print systems, advanced digital printers, black white/color copiers, and other machines used in the Reprographics Department;
- Make preparations and reproduction of various print media including but not limited to: agenda materials for District elected/appointed and board/committees, bulletins, booklets, newsletters, reports, and forms for schools, departments, and teachers;
- Ensures quality post print production and/or binding;
- Safely and efficiently operate and maintain various reprographic equipment and machinery such as paper cutter, folder, heavy duty stapler, stitcher, paper punch, spiral binder, velobinder, tying machine, shrink wrapper, etc.;
- Clean, maintain, schedule services, perform routine preventive maintenance on reprographic equipment, i.e., clearing paper jams, replace consumable materials, monitor equipment operation;
- Confer with district staff and committees regarding reprographic requests;
- Report equipment malfunctions or symptoms of problems to the appropriate vendor or repair contractor, who may make suggestions of items to check and/or adjust;
- Requisition, receive, shelve, and ensure sufficient reprographic supplies to minimize production delays;

#### **Other Related Duties:**

- Learn and utilize a variety of modern office equipment;

- May confer with vendors regarding reprographic related supplies;
- Sort, open and distribute inter and intra District mail, U.S. mail, Express mail, and parcels;
- Deliver mail to post office, process bulk, and presort mail;
- Determine postage for outgoing mail, and other charges;
- Maintain postage meter, keeping and making records of postage accounting;
- Maintain district records on computerized filing system; keep 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;

### **SUPERVISION:**

General supervision is received from the Deputy Superintendent, Administrative Services or designee. Supervision is not exercised over other employees. However, may provide guidance and/or direction to assigned helpers.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Methods, equipment and materials used in the reproduction of printed materials;
- Operational characteristics of a variety of duplicating and printing machines and related equipment including digital printer, photocopy machine, collator, folder cutting and binding equipment, drill press, and padding machine;
- Safe and efficient photocopier and bindery equipment operating procedures;
- Health and safety regulations, rules, policies, procedures and precautions, including hazardous waste control;
- Laws and/or regulations related to copyrights;
- Modern office methods, procedures, terms, software programs, and equipment used in a Reprographics Department including knowledge of Adobe Acrobat, Microsoft Office word processing, presentation, E-mail, and internet computer applications;
- Basic mathematics;
- Record keeping methodologies, procedures, and practices.

#### **Ability to:**

- Operate and adjust a variety of copier and bindery machinery;
- Work independently, safely, accurately and efficiently;
- Utilize sound independent judgment to meet deadlines by prioritizing, performing, and fulfilling responsibilities;
- 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;
- Maintain accurate records;
- Maintain, clean and make minor repairs to a variety of duplicating machines;
- Establish and maintain effective interpersonal relationships and effectively communicate using, tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious,

and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

### **EMPLOYMENT STANDARDS:**

#### **Education:**

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school.

#### **Experience:**

- One (1) or more years of work experience with copier and bindery equipment for a high volume commercial or public sector employer.

### **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Work Environment:**

This job operates in a print shop environment, predominately standing. The noise level is usually loud, causing the incumbent to shout within the department in order to be heard. This role routinely uses reprographics equipment such as computers, industrial printers, copy machines, phones and other related equipment. Exposure to fumes, chemicals, moving sharp mechanical equipment, vibration, and extreme heat used in the printing process is frequent. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

#### **Physical Demands:**

While performing the duties of this job, the position is continuously required to stand, walk, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent will occasionally sit, climb, stoop, kneel, crouch, reach, grip, and grasp. The work involves little to heavy physical efforts; frequently exerts up to 20-50 pounds of force to lift, carry, push, pull, or move objects. This position requires near visual acuity sufficient to use a computer screen, measurement devices, and operate reprographic machines that are within an arm's reach.

### **SALARY RANGE**

Range 33

Classified Bargaining Unit

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

Revisions and title change effective: 3/16/04

Reviewed/Revised 5/7/08; 5/15/14

Job Description Review and Revisions Effective: 4/13/17