



Lead Reprographic Technician

JOB SUMMARY:

Under the general supervision of the Deputy Superintendent, Administrative Services or designee, leads, organizes, coordinates and participates in the operation of a print shop. Trains and provides work direction to assigned print shop staff. Performs specialized and highly technical digital printing and photocopying in order to develop and produce quality printed materials for use by customers throughout the District as well as providing binding and mail services. Organizes and coordinates multiple projects on an ongoing basis to ensure efficient and timely delivery of printed product. Helps maintain production and safety standards for the unit.

CLASS CHARACTERISTICS:

This is a single position class with responsibility for coordinating the functions of the District's printing and publications unit to ensure the timely production and distribution of quality printed materials to District customers. This class is distinguished from the Reprographic Technician in that the Lead Reprographic Technician takes on a leadership role in the operations, activities and staff of the District's printing and publications operations.

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

- Plan, organize, and participate in the operation of a Reprographics Department;
- Train, provide leadership and work direction to assigned staff in the appropriate utilization of equipment and supplies;
- Coordinate the reproduction of various print media including but not limited to: agenda materials for District elected/appointed board/committees, bulletins, booklets, newsletters, reports, and forms for schools, departments and teachers;
- Work with department staff to ensure a high performance, customer-service oriented work environment achieving department and district objectives and service expectations;
- Operate and maintain high speed production print systems, advanced digital printers, black white/color copiers, and other machines used in the Reprographics Department;
- Inspect completed work in progress to assure compliance with print orders;
- Ensure 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.;
- 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;

- Confer with district staff and committees regarding reprographic requests;
- Requisition, receive, shelve, and ensure sufficient reprographic supplies to minimize production delays;
- Research, evaluate and confer with vendors regarding reprographic related supplies, materials and equipment.

Other Related Duties:

- 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;
- Prepare and maintain district records on computerized filing system; keep labor, material and other records;
- Assist in the preparation of the Reprographics Department budget;
- Learn and utilize a variety of modern office equipment.

SUPERVISION:

General supervision is received from the Deputy Superintendent, Administrative Services or designee. Supervision is not exercised over other employees. Leadership and/or direction are provided to other reprographics staff and 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
- English usage, spelling, grammar, and punctuation;
- 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, inventory principles, procedures and practices;
- Principles and practices of training and providing work direction to others.

Ability to:

- Train, lead, and assign tasks to Reprographics Department staff;
- Plan, schedule, and organize various printing operations;

- 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, courtesy in a matter 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:

- High school diploma or equivalent;
- Current training on state-of-the-art duplicating/copier equipment.

Experience:

- Minimum of 2 years of increasingly responsible skilled work experience planning, estimating, laying out and producing a variety of printed materials utilizing state-of-the-art duplicating/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 for sustained periods of time. 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

Salary Range 36

Classified Bargaining Unit

New classification effective: 1-14-16

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