

REPROGRAPHIC TECHNICIAN II

DEFINITION

Under general supervision, set up and operate offset press, Riso/Duplo type duplicators, digital copiers, platemakers, computer graphics, job web submission and basic spreadsheet programs and other related equipment to produce multiple copies of materials as requested by schools and departments throughout the school district; adjust, clean, and maintain equipment to assure high volume, quality reproduction in a timely manner; and do other related work as required.

ESSENTIAL FUNCTIONS

Set up and operate offset press, Riso/Duplo type duplicators, digital copiers, platemakers, and other related equipment for the quantity production of line, screen, half tone and multicolored copies of such items as tests, workbooks, bulletins, charts, drawings, photographs, NCR forms, envelopes, and cards in single or duplex format; set up, adjust, and operate electrostatic, controlled light exposure or digital platemakers to produce paper, plastic, and metal plates; adjust printing equipment for size, weight, thickness, and type of paper and image registration; regulate ink, fountain solutions, water, electrostatic, toner, and related media to obtain accurate image quality; clean, adjust, lubricate, and perform non-technical maintenance and repair on related equipment; perform paste-up, stripping, and layout functions; assemble, collate, bind, staple, and cut materials as needed; maintain files, records, and inventory; prepare reports regarding material and supply usage, equipment utilization and production activities; use various computer programs for copy order web submission, graphics layout and design; perform basic spread sheet functions.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Modern methods, techniques, and procedures for high volume, quality print reproduction;
Paper, ink, toner and related chemicals and their properties and characteristics and their proper usage in the printing process;
Bindery methods and equipment;
Computer usage as it relates to print shop environment;
Safe working methods and procedures.

Ability to:

Set up, operate, and maintain offset press, Riso/Duplo type duplicators, digital copiers, platemakers, and related equipment with speed, accuracy, and precision;
Accurately estimate material usage, production time and costs;
Use computer in print shop environment;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by course work, training or work experience in the printing industry or related field.

Experience:

Two years paid experience in operating a variety of duplicating, bindery, and computer equipment in a print shop environment.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Physical demands involve lifting, carrying, pushing and/or pulling of equipment and supplies weighing up to 50 pounds; standing for long periods of time while operating equipment; physical dexterity in limbs and digits to operate printing and duplication equipment commonly used in the printing department; ability to bend, stoop, grasp, and lift.

Work Schedule:

Work days and/or work hours may vary or rotate.

Pre-placement Physical: Class I

12/06