

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIGITAL COPY SYSTEM OPERATOR II (Range 28)

BASIC FUNCTION:

Under direction of an assigned supervisor, responsible for organizing copy operations to promote efficient production, ensuring adequate supplies, and maintenance of equipment. Tends to a variety of printing services utilizing bindery and printing equipment including copy machines to perform complex work in the high-volume production with a variety of materials and documents.

REPRESENTATIVE DUTIES:

Provide training, and plan and assign the work of others. **E**

Read and adhere to the specifications of the job ticket and copy work order. **E**

Organize and schedule work orders. **E**

Access, process, and manipulate data for job orders before scanning information into bindery and/or printing equipment. **E**

Program machine which transfers image of original copy onto blank paper by photographic and static electricity process, sets control switch for number of copies, and specifications on jobs. **E**

Ensure copying and electronic equipment is kept in working order by performing periodic cleaning and repairs. Notify supervisor, manufacturer, and/or maintenance when additional servicing is needed. **E**

Maintain inventory levels and supplies needed for production and machinery. **E**

Communicate and process district orders through the on-line ordering system. **E**

Establish project timelines, estimate costs and log time and materials used on jobs into the computer management system. **E**

Research and identify new technology, software and reprographics equipment. **E**

Provide customer service and assist with customer needs in relation to desired specifications for printing services. **E**

Bindery /shipping operational duties may be assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

District organization, operations, policies, and objectives.
Methods, operation and maintenance of bindery and printing equipment and software.
Principles of training and providing work direction.
Correct English usage to fluently read, write, correspond and comprehend instructions.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Calculation of costs and time estimates, materials and personnel requirements.
Operation of a variety of office equipment, computers and software.
Prioritization, scheduling and meeting deadlines.
Inventory procedures and maintenance of records.

ABILITY TO:

Plan and organize work.
Train and provide work direction to others.
Establish and maintain effective working relationships with others.
Problem-solve maintenance issues quickly and efficiently.
Understand and follow oral, written and diagram form instructions.
Make arithmetic calculations quickly and accurately in all units of measure, using whole numbers, common fractions, and decimals.
Utilize a variety of bindery and printing equipment and software.
Operate a variety of office equipment, computers and software.
Maintain records and conduct inventory.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and five years related experience and/or training on Docutech or equivalent computerized document equipment. Computer literate in a Windows environment, and be able to operate a computer keyboard mouse, and related Software equipment. Documented printing related course work would be desirable.

Continuing formal/professional education in the printing industry is encouraged and is an essential part of employee development and maintaining expertise in this area.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor environment.

PHYSICAL ABILITIES:

Lifting and moving moderately heavy objects (up to 60 pounds).
Dexterity of hands, wrists and fingers to operate equipment.
Sitting or standing for extended periods of time.

Climbing, stooping, kneeling, crouch, or crawling.

Hearing and speaking to exchange information.

Seeing to read directions and run equipment (job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus).

Reaching overhead, above the shoulders or horizontally to store and retrieve supplies.

HAZARDS:

Exposed to moving mechanical parts.

Occasionally exposed to toxic or caustic chemicals, fumes or airborne particles.

Loud noise levels.