

Ontario-Montclair School District

CLASS SPECIFICATION Lead Reprographics Technician

GENERAL PURPOSE

Under the direction of the Director of Purchasing, lead, organize, coordinate and participate in the operation of a print shop; train and provide work direction to assigned print shop staff. This includes skill in specialized and highly technical graphic design, digital, printing, photocopying and other related assignments in order to develop and produce quality printed materials for use by customers throughout the District; organizes and coordinates multiple projects on an ongoing basis to ensure timely delivery of printed product; helps maintains production and safety standards for the unit; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Reprographics Technician is responsible for coordinating the functions of the District's printing and publications unit to ensure production of quality printed materials and timely distribution of materials to District customers. The incumbent leads and participates in creating and producing a wide variety of printed materials, including books, booklets, brochures, catalogs, handbooks, charts, graphs, maps, posters, signs, flyers, teaching guides, certificates, forms and other materials. The incumbent is also responsible for outsourcing printing activities and negotiating costs with vendors. Incumbents in this class are expected to perform highly skilled work and to meet urgent deadlines and high production demands in order to achieve customer expectations.

Lead Reprographics Technician is distinguished from Reprographics Technician in that an incumbent in the former class takes on a leadership role in the operations, activities and staff of the District's printing and publications operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 class.

1. Plan, organize, and participate in the operation of a print shop; operate a variety of duplicating, digital and other related equipment in the volume reproduction of a variety of materials for the school district. Prepare and maintain records and reports related to print orders, supplies, monthly billings, and equipment
2. Train and provide work direction to assigned print shop staff; receive print orders, plan and assign work; inspect completed work and work in progress to assure compliance with print orders. Work with staff to ensure a high performance, customer-service oriented work environment which supports achieving department objectives and service expectations.
3. Order and maintain inventory of print supplies and materials; communicate with vendors as needed. Outsources printing of documents; may perform various preparation tasks, such as paste ups and layouts; reviews layouts with customers and, as directed, revises; as necessary, proofs and edits copy; inspects work in progress and completed orders and makes necessary improvements; may pack and wrap completed work for mailing or delivery; closes out jobs.

4. Perform routine and minor maintenance to assure proper paper flow and quality of work on duplicating machines and digital printing ; call for repairs to equipment as required. Ensures proper stockage of materials used by equipment, such as copier dry ink and fuser oil; ensures safe work practices and methods and follows safety regulations and practices in the operation and servicing of equipment; assesses equipment condition and departmental equipment needs and researches and makes recommendations to replace, rehabilitate or purchase additional equipment.
5. Coordinates with warehouse and purchasing personnel the printing, updating, editing and warehousing of all District business and school forms.
6. Prepare prices and estimates for all print orders and projects. Provides high-quality finished photocopied and printed products that meet or exceed customer expectations in a timely, efficient and economical manner; receives, assesses and ensures clear understanding of incoming and in-progress orders and, as necessary, contacts customer to obtain further information; prioritizes and schedules orders to complete work within agreed upon timeframes.
7. Plans and offers input on evaluations on the performance of assigned staff; helps establish performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
8. Operates a personal computer, related software, a scanner and other peripheral equipment to perform professional typesetting, to create original illustrations, graphics designs, photo manipulations, color mixing and other camera-ready artwork and to integrate all of the above.
9. Skillfully utilizes pre-press and press equipment to print requested orders; with process camera, shoots and strips film negatives; performs paste-ups; typesets for proper placement on press; develops, exposes and processes plates; sets up, operates and maintains presses.
10. Sets up, programs, operates and adjusts a high-speed photocopying machines; copies manuscripts, charts, books, booklets, brochures, catalogs, handbooks, charts, graphs, maps, posters, signs, flyers, teaching guides, certificates, forms and other materials; makes line and half tone copy.
11. Conducts finishing operations, including paper cutting, folding, assembling, stitching and binding to produce completed products; performs skilled bindery tasks and monitors and operates automatic bindery equipment in the production of various printed materials; assembles printed materials for bindings; sets up and operates power equipment, such as paper cutter, stapler, folder, spiral binding machine, jogger, stitcher and drill in order to collate, cut paper and stock, drill, stitch, fold and shrink-wrap materials.
12. Keep Director of Purchasing informed off all problems, emergencies, safety issues and general operations.
13. Perform related duties as assigned.

OTHER DUTIES

1. Fills in for other print shop staff, as required.
2. Attends a variety of District and staff meetings.
3. Attend seminars and classes on district, state, and federal mandates and implement appropriate changes. Conducts orientation and in-service training programs.

QUALIFICATIONS

Knowledge of:

1. A wide variety of pre-printing, printing and finishing techniques, materials, tools, equipment and procedures. Proofing techniques.
2. Photocopying equipment, materials, techniques and procedures.
3. Health and safety regulations, rules, policies, procedures and precautions, including hazardous waste control.
4. Oral and written communication skills. Correct English usage, including grammar, spelling and punctuation.
5. Uses and applications of computer, software and other peripheral equipment, including a scanner.
6. Basic training skills and leadership skills.

Ability to:

1. Perform a wide variety of printing on high speed electronic equipment. Create and design graphic materials and utilize a PC, related software packages, scanner and other peripheral equipment to produce camera-ready copy.
2. Design and prepare layouts and finished artwork. Translate abstract ideas into visual concepts.
3. Operate an extended keyboard, scanner, process camera, plate maker and processor, package wrapper, collator, calculator, drafting equipment and other specialized and technical equipment. Appropriately use tools and equipment common to print shop. Type at a speed necessary to meet the requirements of the position.
4. Make arithmetic calculations quickly and accurately.
5. Establish and maintain effective working relationships with District management, administrators, vendors, staff and others encountered in the course of work. Work cooperatively with others.

Education, Training and Experience:

Graduation from high school or GED equivalent; supplemented by current training on state-of-the-art duplicating/copier equipment and 2 years of experience working with duplicating equipment, offset printing machines and related equipment.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve basic problems; use simple arithmetic reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District management, staff and others encountered in the course of management.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and risk of electric shock. Employee works with toners, developers and printing chemicals. Employee works around and with machinery having moving parts. Employee is exposed to moderate to loud, constant noise from printing equipment.

Board Approved: April 15, 2010