

CLASS SPECIFICATION
Reprographics Technician

GENERAL PURPOSE

Under general direction, performs a wide variety of skilled duties in the print production and reproduction of materials utilizing conventional press, digital printing and graphic design equipment, software and techniques; provides design assistance to District personnel in the effective presentation of graphic and print materials; operates related print shop equipment; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Reprographics Technicians are primarily responsible for the timely and high quality production and reproduction of a wide variety of business and educational support materials in a full production print shop. The incumbents utilize graphic design, page layout, image editing and other computer software to create text and graphic print publications to meet customer requirements and operate a variety of conventional offset press, digital printing, high speed copiers and other related equipment to complete print production orders.

Reprographics Technician is distinguished from Reprographics Assistant in that incumbents in the former class perform more advanced reprographics duties requiring more in-depth knowledge of conventional and digital printing technology and methodologies.

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. There will typically be an assigned schedule for these duties.

1. Operates offset press, high speed copiers and digital printing equipment to produce bulletins, brochures, booklets, forms, letters and instructional material; utilizes software to program, monitor, operate and control equipment and make adjustments to produce quality results; uses digital tools to make plates.
2. Utilizing graphics, page layout, illustration, image editing and other software and equipment, creates text and graphics materials; works with District customers to develop and design materials to meet custom requirements; utilizes scanning and other equipment to import images for editing and full color digital output; receives and sends digital files from/to other District locations to achieve efficiency, productivity and quality objectives.
3. Performs preventive maintenance and minor repairs to print shop equipment; arranges for equipment repairs with service technicians and vendors.
4. Operates a variety of bindery and finishing equipment to collate, cut, fold, punch, drill, bind and pad printed materials, along with shrink wrapping and packaging products for shipping or storage.
5. Completes and costs out printing requisitions.
6. Indexes and maintains inventory of production printing supplies and materials; maintains various duplication files.
7. Maintains prescribed standards of work production.

8. Maintains, stores and uses chemicals, inks, solvents and other hazardous materials in accordance with OSHA regulations.
9. Provides assistance as required to support all District customers in optimizing the use of the technology to accomplish their objectives.

QUALIFICATIONS

Knowledge of:

1. Methods and procedures of ink based and high-speed digital printing processes, including finishing and bindery operations.
2. Industry standard software used in graphic and visual communications.
3. Principles and techniques of graphic design, page layout and image editing used in commercial print production.
4. Operations and care of printing and related equipment similar to that used by the District.
5. Typical inks and paper stocks used in a full production print shop.
6. Proper English usage, spelling, grammar and punctuation.
7. Federal, state and local laws applicable to the storage and disposal of hazardous chemicals.
8. Safety regulations and safe work practices.
9. Basic provisions of copyright laws applicable to the work.

Ability to:

1. Operate and maintain a wide variety of conventional and digital printing and reproduction equipment and computer software used in printing technology including computerized interfaces for printing production equipment.
2. Utilize computers and computer software to create graphics and artwork and develop print layouts in accordance with District standards and customer requirements.
3. Follow and apply safe work practices, methods and procedures in a print shop setting, including proper lifting techniques.
4. Develop accurate and timely cost proposals for customer print projects.
5. Interact with customers to define print project requirements and expectations and provide advice on design, layout and other project elements.
6. Communicate effectively, orally and in writing.
7. Make sound independent decisions within established guidelines.
8. Work independently without the need for more than minimal supervision.
9. Establish and maintain an effective working relationship with District management, staff and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or GED equivalent; and three years of experience operating advanced conventional and digital printing and reprographics equipment. Completion of coursework in graphic

communications/production, visual communications or a closely related printing technology field is highly desirable.

Licenses; Certificates; Special Requirements:

Employee must be certified to operate forklift and pallet jack.

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

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

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; hear signal warnings and differentiate equipment operating sounds; use hands repetitively to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance; and lift, carry and move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with administrators, teachers, other District staff and others encountered in the course of work.

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 works in a print shop, and the noise level is generally loud. The employee frequently works near moving mechanical parts and is occasionally exposed to fumes, airborne particles and toxic or caustic chemicals.

Board Approval 2/15/2007

Effective 7/1/2007