

## REPROGRAPHIC EQUIPMENT OPERATOR

### DEFINITION

Under general supervision, performs technical and specialized functions and activities in the print production process; sets up high speed copiers, and other related material duplication equipment; adjusts, cleans, and maintains printing equipment; performs other related work as assigned and/or required.

### ESSENTIAL DUTIES

- sets up digital reprographic copiers, and other related material duplication equipment in the quantity production of such materials as bulletins, charts, drawings, graphs, booklets, and other related items
- assists in performing a variety of layout and paste-up materials
- provides information and advice to the print production users pertaining to the more complex print production projects
- maintains inventory control records of print supplies and materials
- sets up copiers for extended production runs, and monitors the equipment to ensure that the copy process is being performed appropriately
- cleans, adjusts, and performs non-technical maintenance on reprographic equipment
- collates, assembles, trims, binds, staples and packages printed and duplicated materials
- maintains files and records
- prepares logs and reports regarding print production, supplies usage, and equipment maintenance schedules
- assists in the in-service and training of other print production personnel

### QUALIFICATIONS

**Knowledge of:** Methods, techniques and procedures of quantity material reprographic printing functions; paper and ink properties and characteristics, and material reproduction supply sources; safe working methods and procedures.

**Ability to:** Set up and operate digital copiers and other specialized material reproduction equipment with speed, accuracy, and precision; accurately estimate material production time; maintain a variety of records and files in the print production center; understand and follow oral and written directions; establish and maintain cooperative working relationships.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 40 to 65 pounds of force to lift, carry, push, pull or otherwise move objects
- will walk or stand for extended periods of time; will be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step ladder, stairs, scaffolding, and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and use hand tools, and to handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

### **EXPERIENCE AND EDUCATION**

**Experience:** Two years of experience in performing technical quantity printing related functions and activities.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; course work or training in printing, graphic arts, or closely related subject areas is desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.