

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.