CLASS SPECIFICATION
Reprographics Technician

FLSA Status:     Nonexempt
EEOC Job Category:  Technicians
Union Representation:  Represented

GENERAL PURPOSE
Under general direction, performs skilled duties in the reproduction of materials utilizing high speed photocopy machines; operates related equipment; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Reprographics Technicians are primarily responsible for the timely and high-quality reproduction of a wide variety of business and educational support materials. The incumbents utilize specialized computer software and operate high-speed reproduction equipment to meet customer requirements and complete varied reproduction orders.

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. Sets up and operates high speed copiers to produce bulletins, brochures, booklets, forms, letters, postcards, transparencies, book covers and instructional materials; utilizes software to program, monitor, operate and control equipment and make adjustments to produce quality results.

2. Performs preventive maintenance and minor repairs and adjustments to duplication equipment; as needed, arranges for equipment repairs with service technicians and vendors; maintains inventory of related supplies and materials; maintains related files and records.

3. Receives, reviews and prioritizes work orders; plans, schedules and completes assignments in compliance with standards of work production; as necessary, identifies orders that require vendor outsourcing and sends to vendors; maintains detailed records of work performed, supplies used and vendor jobs.

4. Based on pricing sheets, calculates costs of jobs; calculates and compiles department totals; data enters and provides this information to appropriate sources.

5. Communicates with faculty, staff and administrators to clarify work requests, define project requirements and expectations and provide advice on design, layout and other project elements and suggestions to support all College customers in optimizing the use of the technology to accomplish their objectives; verifies and explains issues regarding legal compliance with copyright laws to customers.
OTHER DUTIES

None.

QUALIFICATIONS

Knowledge of:
1. Industry standard software used in graphic and visual communications.
2. Principles and techniques of graphic design, page layout and image editing used in commercial reproduction.
3. Operations and care of reproduction equipment similar to that used by the College.
4. Typical paper stocks used in reproduction.
5. Proper English usage, spelling, grammar and punctuation.
6. Safety regulations and safe work practices.
7. Basic provisions of copyright laws applicable to the work.

Ability to:
1. Operate and maintain a wide variety of conventional reproduction equipment and computer software.
2. Follow and apply safe work practices, methods and procedures in a duplication setting, including proper lifting techniques.
3. Assist in the development of accurate and timely cost proposals for customer reproduction projects.
4. Interact with customers to define project requirements and expectations and provide advice on design, layout and other project elements.
5. Communicate effectively, orally and written.
6. Make sound independent decisions within established guidelines.
7. Establish and maintain an effective working relationship with College management, staff and others encountered in the course of work.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and one year of experience operating advanced reprographics equipment. Completion of coursework in graphic communications/production, visual communications or a closely related printing technology field may be substituted for experience.
Licenses; Certificates; Special Requirements:

None.

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, faculty, 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 around large, high-speed copiers, and the noise level is generally loud. The employee frequently works near moving mechanical parts and is occasionally exposed to fumes and airborne particles.