



Sequoia Union High School District

Job Description

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| JOB TITLE: | Reprographics Technician I/II |
| REPORTS TO: | Director of Purchasing |
| CLASSIFICATION: | Classified / OT&P |
| SALARY SCHEDULE: | I – 10.0 II – 12.5 |
| WORK - YEAR / HOURS: | 11 or 12 months / 7.5 hours |
| LOCATION: | Site District |
| BOARD APPROVAL: | 04/10/13 |

DEFINITION

Under general supervision, to operate printing, duplicating and related equipment to reproduce a variety of printed materials; to perform technical and clerical duties in support of reprographics functions; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Reprographics Technician I is the entry-level class in the series. Under close supervision, incumbents learn and perform a limited number of duties of increasing complexity. This class is alternately staffed with Reprographics Technician II, and incumbents normally advance to the higher level after gaining sufficient experience and proficiency to meet the requirements of the Reprographics Technician II. However, specific assignments may be permanently allocated to the Reprographics Technician I level, where such assignments concentrate on the operation of copy machines and related equipment, in the absence of more difficult printing tasks.

Reprographics Technician II is the fully qualified journey-level class in the series. Under general supervision, incumbents perform the full range of duties related to the day-to-day operation of the reprographics shop, with an emphasis on operation of offset printing equipment and performance of the most difficult reprographics duties. Incumbents may train and direct lower-level employees and/or supervise student assistants.

EXAMPLES OF DUTIES

- Operates offset press(es) and high-speed multi-feature copy machines to reproduce forms, flyers, reports, directories, booklets, notices, and other materials; prepares machines for operation, regulates job progress and makes adjustments for best results;
- Operates folding, perforating, cutting, binding, collating, and stapling equipment to complete printing jobs; sorts, assembles and packages finished products;
- Receives, prioritizes, and organizes incoming work requests; assists customers in basic layout and composition, selection of paper, and related matters;
- Completes necessary paperwork and enters data in computer to record and properly bill for

reprographics department services; prepares cost estimates;

- Cleans and performs routine and preventive maintenance and repair on equipment; reports need for major maintenance and repair; visits school sites for assistance with maintenance and repair;
- Orders and maintains proper inventory of supplies and stock;
- Operates a variety of office equipment and performs filing, typing, and related clerical tasks in support of assigned functions; may serve as relief District Receptionist.

QUALIFICATIONS

NOTE: The required level and scope of the following knowledges, skills and abilities relate to the level of the position as defined in the distinguishing characteristics.

Knowledge of:

Reprographics processes, operations, equipment, materials and methods.
Basic principles of design and layout.
Proper English spelling, grammar and usage.

Skill in:

Operating, adjusting and maintaining offset duplicating, copying, and auxiliary reprographics equipment.
Organizing, prioritizing and coordinating tasks to meet tight deadlines.
Performing basic mathematical calculations.
Establishing and maintaining accurate records and files.
Using sound judgment within the framework of policies, procedures and guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Level I:

Any combination of education, training and experience which has provided the required knowledge, skills and abilities.

Level II:

Equivalent to one year of experience at the level of a Reprographics Technician I, which has included operation of offset printing equipment.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to operate and adjust reprographics equipment and supplies and to manipulate both single sheets and large stacks of paper.

- Physical strength, agility, and ability to reach, bend, grasp, and crouch in order to prepare, operate, and adjust equipment.
- Physical ability to lift, carry, and place objects up to 50 pounds, and to push hand trucks with loads up to 200 pounds.

OTHER REQUIREMENTS

Willingness and ability to work in a noisy environment.

Willingness and ability to work in exposure to printing chemicals and their fumes, and Hazardous/moving equipment.

Willingness to travel to school sites within the District.

If required to operate a vehicle: Valid California motor vehicle operator's license and acceptable driving record.