

MODESTO CITY SCHOOLS

JOB DESCRIPTION

LEAD REPROGRAPHICS TECHNICIAN

DEFINITION:

Under the direction of the Supervisor-Reprographics, lead, train and provide work direction to personnel; organize, schedule, prioritize and assign scanning, printing and bindery activities; create edit, manipulate, convert and prepare files for printing utilizing assigned graphics and desktop publishing software; estimate job costs, materials needed and timelines; maintain, operate and perform minor repairs to high speed printers, reprographic machines and related equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead, train and provide work direction to reprographics department personnel.
- Organize, schedule, prioritize and assign scanning, printing and bindery activities.
- Prepare and maintain a variety of reports, records, production logs and files related to assigned reprographics department activities.
- Establish project timelines and calculate costs; estimate time, materials and personnel requirements for printing projects; assure smooth and timely completion of projects.
- Review and edit print requests utilizing desktop publishing and other assigned software; format, layout, design and prepare graphic artwork; monitor and process print orders.
- Create leaflets, books, catalogs, classroom materials, posters, envelopes, letters and other requested printed materials.
- Manage multiple competing priorities in a fast paced and constantly changing work environment.
- Understand warehouse delivery schedules to coordinate delivery of materials to meet client deadlines.
- Maintain inventory of equipment, supplies, and materials; schedule jobs for pick-up and delivery.
- Communicate with administrators, district personnel, vendors and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Collaborate with equipment, service and supply vendors for maintenance and repairs to reprographic machines and related equipment.
- Diagnose, troubleshoot and repair malfunctioning equipment; arrange for more complex equipment repairs and maintenance.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Provide general information; receive and respond to emails; assemble materials and prepare routine correspondence.
- Operate high speed digital copiers, bindery machine, laminating equipment, folding machines and digital scanners and other related machines, tools or print shop equipment in the processing of a wide variety of instructional and business materials.
- Assure health, safety and productivity regulations, codes and standards are being met.
- Attend a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years experience in the operation of high speed digital printing machines and the operation of quantity material reproduction.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Associate's degree in graphic design, digital media or accredited apprenticeship program, technical school, skill or training program.

Knowledge of:

- Principles and practices of training and providing work direction.
- Principles, processes and equipment used in high speed printing, graphics, duplicating and high speed photocopying.
- Operation and maintenance of digital high speed copiers, complex digital reprographic machines, bindery, scanners and other related equipment.
- Electronic file conversion into digital formats.
- Inks, paper stock and other supplies, stocks and processes used in printing production.
- Apply management, budgeting and contract administration principles and practices.
- Inventory methods and practices.
- Health and safety regulations.
- Operation of a computer and assigned software including Adobe Suite design software, graphic design and desktop publishing software programs.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Lead, train and provide work direction to reprographics department personnel
- Format, layout, design and prepare graphic artwork.
- Edit, proof and determine appropriate formatting of finished copy and other work for printing.
- Communicate effectively both orally and in writing.
- Estimate job costs and printing timelines.
- Manipulate and edit digital documents and files.
- Perform minor adjustments to high speed printing machines and related reprographic equipment.
- Troubleshoot problems with formatting issues and file conversions.
- Establish and maintain cooperative and effective working relationships with others.
- Produce quality printed work according to established production standards.
- Compose clear, complete and concise correspondence and reports independently.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain records related to assigned activities.

- Perform basic arithmetic calculations with speed and accuracy
- Work occasional overtime, extended or variable hours.

WORKING CONDITIONS:

Work Environment:

- Office/Printing shop environment.
- Work occasional overtime, extended or variable hours.

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

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a variety of assigned equipment.
- Sitting and standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Seeing to read a variety of materials and monitor printing operations.
- Bending at the waist, kneeling or crouching to retrieve and store supplies.
- Reaching overhead, above shoulders and horizontally.

Hazards:

- Noise from equipment operation.
- Working around and with machinery having moving parts such as high speed copiers, folders and cutters.
- Exposure to fumes, ink, dust, chemicals and odors used in reprographics work.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 5/7/02

Unit Approved: 5/10/02

Board Approved: 5/28/02

FLSA Status: Non Exempt