

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### REPROGRAPHICS TECHNICIAN

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#### **DEFINITION:**

Under the direction of the Supervisor-Reprographics, perform a variety of duties involved in scanning, printing and bindery activities in support of the Reprographics department; create, edit, manipulate, convert and prepare files for printing utilizing assigned graphics and desktop publishing software; operate and maintain high-speed reprographic and peripheral machines and equipment to assure organizational printing needs and timelines are satisfied; perform various clerical and support duties as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of duties involved in scanning, printing and bindery activities.
- Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; collate, assemble, hole punch, stitch, fold, bind and staple reproduced materials as assigned; distribute completed projects.
- Receive and prioritize printing orders from various departments; assure printing jobs meet established time lines.
- Review and edit print requests utilizing desktop publishing and other assigned software; format, layout, design and prepare graphic artwork.
- Create leaflets, books, catalogs, classroom materials, posters, envelopes, letters and other requested printed materials.
- Prepare copiers for extended production runs and monitor equipment during the duplication process; monitor completed jobs and works in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.
- Assist in maintaining inventory of equipment, supplies and materials; assemble and restock supplies.
- Process printed materials with finishing such as binding, gluing, wrapping, stapling and or drilling as requested; count and box orders.
- Diagnose, troubleshoot and repair malfunctioning equipment; clear paper jams; replace toner and adjust minor malfunctions.
- Perform regular cleaning and maintenance on high speed printing equipment including sharpening, oiling, changing stitch wire, binding tape, ink, waste containers.
- Prepare and maintain a variety of reports, records, production logs, lists and files related to assigned reprographics department activities.
- 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.
- Communicate with administrators, district personnel, vendors and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Perform a variety of clerical duties as assigned; input data and maintain various automated records; answer phones and provide general information; receive and respond to emails; assemble materials and prepare routine correspondence.
- 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 one year experience in the operation of large high speed printers and the operation of quantity material reproduction using digital printing machines and equipment.

### **Knowledge of:**

- Principles, processes and equipment used in quantity 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.
- Basic inventory methods and practices.
- Customer service principles.
- Health and safety regulations.
- Operation of a computer and assigned software including Adobe Suite design software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

### **Ability to:**

- Edit, proof and determine appropriate formatting of finished copy and other work for printing.
- Communicate effectively both orally and in writing.
- Manipulate and edit digital documents and files.
- Perform minor adjustments to high speed printers and related reprographic equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Perform various clerical and support duties as assigned.
- Complete work with many interruptions.
- Operate high speed printers, bindery machine and digital scanners and other related machines, tools or print shop equipment
- Produce quality printed work according to established production standards.
- Meet schedules and time lines.
- Work independently with little direction.
- Prepare and maintain records related to assigned activities.
- Work occasional overtime, extended or variable hours.

## **WORKING CONDITIONS:**

### **Work Environment:**

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

**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, standing or walking 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**