REPROGRAPHICS TECHNICIAN I/II

DEFINITION

Under general supervision, operates, cleans and performs minor maintenance on offset duplicating, copy reproduction and associated equipment to produce a wide variety of printed materials for all College departments in a production setting; performs related work as assigned.

CLASS CHARACTERISTICS

Reprographics Technician I is the entry level in this technical support series. Initially under supervision, incumbents learn to operate offset duplicating, copy reproduction, collating, folding, binding and related equipment. As experience is gained, there is greater independence of action and work is performed under more general supervision. This class is alternately staffed with Reprographics Technician II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Reprographics Technician II is the experienced level of this class series, competent to operate, clean and perform minor maintenance on and make adjustments to a variety of printing and paper processing equipment. This class is distinguished from Lead Reprographics Technician in that the latter plans and organizes printing and copying activities and provides direction and training to regular and student staff in addition to performing production copy reproduction work.

EXAMPLES OF DUTIES (Illustrative Only)

Operates, adjusts, cleans and performs minor maintenance on offset duplicating, high speed copy reproduction, and other associated equipment to produce a variety of printed and graphic materials; selects appropriate paper and inks and adjusts equipment for printing; operates darkroom equipment and makes plates for duplicating; operates and adjusts equipment to collate, trim, fold, drill holes, staple, bind and otherwise process printed materials; cleans and adjusts equipment, makes minor repairs, and notifies supervisor or maintenance contractor when repair is required; assists College staff and instructs student workers in the use of copying, folding, binding and related equipment; confers with College staff regarding printing needs and duplicating equipment operation, providing technical advice, as required; maintains basic records of work performed; may order and issue supplies; maintains work area in a clean and orderly condition; boxes and packs duplicated work for distribution; may deliver printed materials, as required; may act as the Lead Reprographics Technician on a relief basis.
QUALIFICATIONS

NOTE: The level and scope of the knowledges and skills listed below are related to the job duties as defined under Class Characteristics.

Knowledge of:

- Principles and practices of offset duplicating and high speed copy reproduction equipment operation, adjustment, cleaning and minor repair
- Qualities and uses of various types of paper stock and inks
- Principles and practices of collating, binding, stapling, and related paper processing equipment operation, adjustment, cleaning and minor maintenance
- Basic process camera and platemaking methods
- Basic office and recordkeeping practices
- Basic business mathematics

Skill in:

- Operating offset duplicating, high speed copy reproduction and related paper processing equipment skillfully and efficiently
- Providing work instruction and directing the work of student assistants
- Maintaining accurate files and records of work performed
- Making accurate mathematics calculations
- Organizing work and meeting production deadlines
- Understanding and following oral and written directions
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

Must be physically capable of standing and walking for extended period of time and have sufficient strength to safely lift boxes of paper supplies weighing up to 50 pounds. Must be willing to be exposed to a variety of photographic and printing chemicals.

A typical way of gaining the knowledge and skills outlined above is:

**Reprographics Technician I:** Equivalent to graduation from high school and EITHER one year of clerical or office assistant experience which has involved the operation of copy reproduction equipment, OR one year of college level training in printing, photography, graphics or a related field.

**Reprographics Technician II:** In addition to the above, two years of experience in operating offset duplicating, high speed copy reproduction and related paper processing equipment in a production setting at a level equivalent to the College's class of Reprographics Technician I.