



## POSITION DESCRIPTION

### Reprographics Technician II

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**Position** ..... Reprographics Technician II  
**Department/Site** ..... Reprographics/Mail Services  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Reprographics/Mail Services Supervisor  
**Salary Range** ..... 30

#### **Summary**

Oversees, assigns, and participates in the work team responsible for producing high volume reproduction and duplication services. Operates, maintains, and repairs a variety of offset press and computer-aided equipment used for printing and copying printed materials.

#### **Essential Duties and Responsibilities**

- Receives and reviews incoming job orders. Estimates timelines. Enters information onto a computer-aided job identification, tracking, and accounting system.
- Receives and reviews incoming job orders for quantity, materials, time frame and special handling. Plans work requests to optimize utilization of equipment.
- Monitors inventory level of supplies; schedules service calls, performs routine service of digital production press, controller and peripheral equipment and maintains digital storage.
- Receives, reviews and converts material transferred from internet in web/html format to formats that are print-ready.
- Provides advice to District personnel regarding appropriate methods to perform particular graphic and text printing work.
- Produces high quality printed materials.
- Operates the high-speed copying or other copy machines, collating machine, binding equipment or other peripheral printing equipment. Sets machine for desired function and other paper size settings. Resolves paper jams. May bind, stitch, fold, collate, cut, punch, staple and otherwise generally prepare final duplication of materials.
- Operates a variety of peripheral equipment including but not limited to bindery, wrapping, cutting, stacking, and sorting devices.
- Completes documentation on print nature and quantities for purpose of charging user departments. Prepares various reports and maintains records related to operations and activities.
- Confers with staff regarding paper stock, duplicating materials.
- Performs other duties as assigned that support the overall objective of the position.

#### **Qualifications**

##### **- Knowledge and Skills**

- Requires complete knowledge of copy, binding, and ancillary equipment used for making copies and assembling completed materials.
- Requires a basic knowledge of graphic arts.
- Requires skill at using computer-aided order transmission and duplicating equipment.
- Requires sufficient math skills to calculate volume, mixtures, and portions.
- Requires sufficient creative and organizational skills to meet customer requests on a timely basis.
- Requires sufficient human relation skills to work productively with customers and team members.
- Requires sufficient language skills to notice spelling and grammar errors in text.



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#### **- Abilities**

- Must be able to review, interpret and recommend printing services in order to meet user's needs.
- Must be able to interpret and explain duplication services policies and procedures.
- Must be able to operate, maintain and troubleshoot the full range of offset press, duplicating, and peripheral equipment used in the printing department.
- Must be able to establish printing schedules in order to meet deadlines.
- Communication skills must be sufficient to interact and discuss technical information with internal customers.

#### **Physical Abilities**

- Incumbent must be able to function effectively indoors in a printing/reprographics shop environment engaged in work of primarily active nature.
- Requires visual acuity to write and read printed materials and computer screens, and observe printing processes.
- Requires speech and hearing ability to carry on ordinary conversation and hear sound prompts from equipment.
- Requires ambulatory ability to stand upright, forward flexing, push, pull, stoop, bend, and reach for long periods of time to operate printing, photocopying, and other equipment.
- Requires strength to carry heavy weight (max. 75 lbs.) materials and supplies.

#### **Education and Experience**

- A high school diploma, or the equivalent, and three years of duplicating/printing experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where health and safety considerations exist from extended standing and physical labor and handling of chemicals, consumables, and heavy materials.