

REPROGRAPHIC TECHNICIAN I

DEFINITION

Under general supervision, perform a variety of bindery and duplicating functions in the District Reprographic Services department; set up and operate digital copiers, duplicators, bindery and other equipment for the high volume, quality production of printed materials in a timely manner; design basic graphics and spreadsheets; and do other related work as required.

ESSENTIAL FUNCTIONS

Setup, adjust, and operate bindery, duplicating, digital copiers, and other related equipment in the reproduction of materials such as bulletins, booklets, forms, letterhead, manuals, tests, and other work; clean and maintain equipment in good working order; perform a variety of bindery and finishing duties associated with assigned projects and printing work; utilize a computer and assigned software for basic spreadsheet and graphic design to design page layouts; set up and adjust artwork for print jobs; make simple pasteups; collate, staple, drill, pad, fold, cut, and finish a wide variety of print orders; check printed jobs for quantity, quality, and completeness of order; package, wrap, box, and label completed orders for delivery; operate various bindery equipment including power paper cutter, power paper drill, power staplers and stitchers, folder, collators, and other equipment as required; answer telephones, assist customers, file various materials, inventory and stock supplies; assist with or perform routine clean-up; log and sort mail and work orders; receive money and issue receipts.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Modern methods, techniques, and procedures for high volume, quality print reproduction;
Ink, toner, chemicals, paper, and bindery stocks and their proper usage in the printing process;
Bindery procedures and equipment;
Basic computer skills;
Safe working methods and procedures.

Ability to:

Set up, adjust, operate, and maintain various power and manual bindery equipment;
Set up, adjust, operate, and maintain digital copiers, duplicating machines and other equipment used for reprographics;
Use various design software, including Adobe Creative Suite;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade. Coursework or training in the printing industry is highly desirable.

Experience:

One year of paid experience working in a print shop or bindery, preferably in a public or private school environment.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Physical demands involve lifting, carrying, pushing, and/or pulling of equipment and supplies up to 50 pounds; standing for long periods of time while operating equipment; physical dexterity in limbs and digits to operate printing and duplicating equipment commonly used in the printing department; ability to bend, stoop, grasp, and lift.

Work Schedule:

Workdays and/or work hours may vary or rotate.

Pre-placement Physical: Class I