

## **REPROGRAPHIC EQUIPMENT OPERATOR**

### **DEFINITION**

Under general supervision, performs technical and specialized functions and activities in the print production process; sets up and operates high speed copiers, and other related material print production equipment; adjusts, cleans and maintains reprographics and related printing equipment; and does other related work as required.

### **ESSENTIAL DUTIES**

- Sets up and operates digital reprographics copiers, and other related material printing equipment in the quantity production of such materials as bulletins, charts, drawings, graphs, booklets and other related items.
- Assists in performing a variety of layouts, and performs automated instructions to reprographics equipment concerning multi-color printing and other reprographics production processes.
- Adjusts reprographics equipment controls for size and thickness of paper stock, and to align printed impressions.
- Provides information and advice to the print production user pertaining to the more complex print production and print on demand projects.
- Maintains inventory control records of print supplies and materials.
- Sets up copiers for extended production runs, and monitors the equipment to ensure that the copy process is being performed appropriately.
- Cleans, adjusts, and performs non-technical maintenance on reprographics equipment.
- Collates, assembles, trims, binds, staples, and packages printed and duplicated materials.
- Maintains files and record of print production projects.
- Prepares logs and reports regarding print production, supply usage, and equipment maintenance schedules.
- May assist in the inservice and training of print production users.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Methods, techniques and procedures of quantity material reprographics printing, functions;
- Paper and material reproduction supply sources;
- Inventory control and supply and material management methods and techniques;
- Safe working methods and procedures.

#### **Ability to:**

- Set up and operate specialized material reproduction equipment with speed, accuracy and precision;
- Accurately estimate material production time and supply costs;
- Maintain a variety of records and files in the print production center;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

**REPROGRAPHIC EQUIPMENT OPERATOR**

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 40 to 65 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and tamps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

Two years of experience in performing technical quantity printing related functions and activities.

**Education:**

Equivalent to the completion of the twelfth grade, including or supplemented by course work or training in printing, graphic arts, or closely related subject areas.

**Board approval:** January 21, 1999