

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: REPROGRAPHICS TECHNICIAN

BASIC FUNCTIONS:

Under the direction of an assigned supervisor, perform a variety of technical duties in the operation of high speed copiers and related reprographic equipment to produce a wide variety of printed materials; maintain records related to work performed. Clean and maintain various copy machines and associated equipment.

REPRESENTATIVE DUTIES:

Perform a variety of technical duties in the operation of high speed copiers and related reprographic equipment to produce a wide variety of printed materials such as forms, letters, bulletins, envelopes, business cards, agendas and booklets.

Operate a digital high speed copier and related bindery and finishing equipment such as an electric cutter, fusion punch, jogger, padder, laminator, shrink wrapper, collator, saddle stitcher, drill punch and binder; determine and set equipment measurements.

Operate a variety of office equipment including a computer and assigned software; email, receive, log and scan reprographic jobs into computer; process computerized jobs.

Run jobs and check samples for centering, numerical order, level and clarity of copy; cut, paste, collate, drill, fold, bind, staple and assemble reprographic jobs; package and prepare finished jobs for delivery.

Perform routine maintenance such as removing paper jams, replacing ink and toner, loading paper and adjusting minor malfunctions; contact vendors to arrange for equipment repairs as necessary.

Receive and review work request forms; determine printing requirements; communicate with school and District staff regarding reprographic needs, job instructions and completion time lines.

Complete work request forms; assist customers in the planning of reprographic jobs; estimate cost of work orders as requested.

Answer telephones and greet visitors; respond to inquiries; provide information regarding reprographic services and status of jobs.

Assist in conducting inventory of paper and print supplies; monitor stock and supply levels; place orders for parts and supplies as directed

Box and pack duplicated work for distribution.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Operation and maintenance of reprographic machines and related equipment.
Principles, processes and equipment used in reprographics and high speed digital copying.
Prepares documents for desktop publishing using personal computer with various software programs including: InDesign, Adobe Photoshop, Adobe Illustrator, Adobe Pagemaker, Adobe Acrobat, Internet, E-mail, Quark Xpress, Microsoft Office.
Safety hazards common to a print shop and safe working techniques.
Record-keeping techniques.
Basic inventory methods and practices.
Interpersonal skills using, tact, patience and courtesy.
Oral and written communication skills.
Basic math.

Ability to:

Safely operate a pallet jack, and other material handling equipment.
Perform mathematical calculations using addition, subtraction, multiplication and division.
Work cooperatively and effectively with others.
Perform a variety of technical duties in the operation of high speed copiers and related reprographic equipment.
Operate and maintain a high-speed digital copier and related bindery and finishing equipment.
Produce quality print jobs according to established production standards.
Assist customers with planning jobs.
Perform routine maintenance to copiers and reprographic equipment.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Maintain records and files.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Perform work of an active nature, to stand for extended periods of time, walk up to 400 yards and manipulate (lift, carry, move, push, pull and guide) weights of up to 30 pounds frequently and 50 pounds occasionally, using safe and proper equipment.
Stoop, kneel and crouch on a regular basis.
Have sufficient hand-eye coordination, manual dexterity including ability to grasp and visual acuity to operate specialized equipment, read data and safety information.
Read printed materials and see moving objects.

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

EDUCATION AND EXPERIENCE:

This position requires a high school diploma or equivalent.
One year of experience in the operation of high speed digital copiers and related reprographic equipment, or one year of college level training in printing, graphics, or a related field.

LICENSES AND OTHER REQUIREMENTS:

Must use safety equipment designated for this position. Possess and maintain a valid California Driver's License. Participate in District in-service training as required.

WORKING CONDITIONS:

Work includes indoor environment; subject to heat, heavy lifting, and exposure to chemicals and fumes.