



REPROGRAPHICS TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	48	07/01/2017	Classified	1 of 2

DEFINITION

To operate and ensure proper functioning of in-house printing and copying equipment utilized in the reproduction of varied printed materials.

Reprographics Technician – This is the journey-level classification in this series. Employees in this position independently perform moderately difficult to complex duties utilizing digital imaging and other related printing equipment.

Reprographics Technician, Senior – Positions in this classification are responsible for performing the most specialized and complex technical duties within the work unit. Employees in this position may advise and offer direction to other departments relative to reprographic activities.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Receives, prepares and runs various technical orders, such as forms, binding, folding and drilling work, using print shop mechanical equipment.
- Produces readers and workbooks and other supplemental classroom materials for resale at college bookstore.
- Troubleshoots and repairs reprographics equipment.
- Maintains records of materials used.
- Prepares printed materials for storage and delivery; delivers small quantities of materials as required.
- Updates print shop material pricing based on vendor costs.
- Ensures work area is maintained in a clean, safe and organized condition; places maintenance calls with outside vendors and coordinates with service providers to ensure timely repairs on copy and print equipment.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic business office practices and procedures.
- Digital copy print tools and equipment.
- Basic troubleshooting of duplicating and print equipment.
- Supplies and materials needed for reproduction.
- Current technology systems used in a print shop environment.



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- Effective business practices as it relates to stocking and inventory for a print shop.
- Relevant copyright laws and policies.
- Modern software applications (Microsoft Office Suite, etc.).
- Printer networking systems.
- Best practices in customer service.

Skill/Ability to:

- Understand and carry out both oral and written directions.
- Operate offset copying and offset equipment used in a print shop, in a safe and effective manner.
- To schedule and adhere to timelines for printing services.
- Understand faculty and college needs regarding reproduction and supplies.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of experience performing offset reproduction duties in production lab or print shop.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma / GED or the equivalent.

Adopted: 07/01/17