

LEAD REPROGRAPHIC TECHNICIAN

DEFINITION

Perform skilled work in the set-up and operation of reprographic and related equipment for the production of District printed material of colors and textures. Organize, analyze, schedule and coordinate duplicating work to insure quality and timely product delivery. Diagnose malfunctions, and make minor equipment repairs and adjustments.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Administrative Services Management.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Operates reprographic computerized and other equipment including set-up, preparation, and press manipulation.

Operates various equipment in the reproduction of brochures, booklets, newsletters, announcements, flyers, programs, forms and tests.

Uses various machinery to cut, bind, collate, staple, and wrap reproduced material.

Responsible for equipment adjustment, troubleshooting, and repair.

Contacts designated service providers for major repairs and scheduled maintenance.

Maintains files of plates, negatives; maintain inventory records.

Completes various print projects using layered color processing, plate burning, and offset stripping techniques.

Schedules and prioritizes job requests to meet project deadlines.

Responds to inquiries from District personnel requiring effective communication and public relations skills.

Selects, trains, evaluates and maintains schedules of student workers.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Operation of various printing machinery and related manipulation.

Operation of computerized reprographic equipment.

Technical use of inks, paper stock, and other reprographic supplies.

Layered color and negative processing; plate burning, and offset stripping.

QUALIFICATIONS (continued)

Recordkeeping and time management.

Ability to:

Diagnose equipment malfunctioning, identify parts and make minor adjustments and repairs.

Troubleshoot problems; use hand tools in the adjustment and repair of equipment.

Accurately estimate quantity of materials needed to complete assignments.

Accept responsibility for efficiency and production output.

Effectively communicate with staff, faculty, and administrators in a multi-cultural environment.

Operate various presses and duplicating equipment.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Two years experience in the operation of a variety of reprographic equipment which includes maintaining inventory and coordinating the work flow preferably in a school environment.

Special Requirements:

Ability to bend, stoop, and lift heavy loads.

Ability to stand for long periods of time.