

## **REPROGRAPHICS OPERATOR**

### **DEFINITION**

Under general supervision, performs technical and specialized duties and activities pertaining to District duplicating processes; sets up, duplicates, collates, and binds of printed items using high speed digital copiers; provides information to customers regarding their project options and costs; monitors and maintains equipment functions; maintains charge records and prepares invoices; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the full working level class in the Printing & Reprographics Series within the Yosemite Community College District (YCCD). Incumbents perform specialized duplicating functions, utilizing technical knowledge of digital copier systems to make decisions and complete assignments.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the general supervision of a manager or senior manager, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

### **ESSENTIAL DUTIES**

- Performs complex technical and specialized duties and activities pertaining to District reprographic activities. Ensure work quality and clarity according to a quality control process.
- Navigate, train and operate web to press software essential to order placement, fulfillment and completion of work including: board documents, schedules, catalogs, brochures, posters, programs, books, newsletters, signage, course packets and instructional materials.
- Receives and reviews duplication requests and copy from customers; sets up, duplicates, collates, and binds materials including, but not limited to, booklets, flyers, instructional materials, bulletins, and newsletters, based on the customer's request.
- Operates digital photocopiers, laminators, folders, cutters, staplers, binders, and other job-related equipment as needed.
- Assists customers with identifying and determining finishing options; demonstrates and assists in implementing design, layout, photo manipulation, and other alternatives using computerized software (example: Adobe Acrobat Professional, Adobe Photoshop, Fiery Command workstation, Prisma), hardware and peripheral equipment; establishes, sets up, and implements folding, padding, trimming, wrapping, stapling, hole-punching, numbering, envelope stuffing and other choices; establishes product delivery plans.
- Maintain an accurate inventory of reprographic supplies and ensures that adequate materials are on hand for pending projects; identifies the need for special materials and initiates procurement procedures.

- Maintains and cleans digital/large format press and other reprographic equipment according to preventive maintenance schedules; makes minor repairs and corrections to improve system function; identifies the need for external service or repairs and coordinates with service technicians as needed.
- Operate and maintain various reprographics finishing equipment such as; power paper cutters, power paper folders, hole punches, bindery equipment, stitching machines, collators, mailing inserters and padding equipment according to preventative maintenance schedules; make minor repairs and corrections; identifies the need for external service or repairs and coordinates with service technicians as needed.
- Serves as a technical resource to provide customer service to others regarding reprographic activities; explains policies, regulations and operational procedures to persons contacting the office such as faculty, students and staff.
- Ensures that all hazardous waste produced from reprographic activities are handled and placed in proper disposal receptacles.
- Enters, maintains, and tracks data pertaining to the flow of machine operations and the type/volume of work produced; maintains basic accounting records and information regarding charges related to reprographic print/finish material to charge back appropriate departments, divisions and offices.
- Deliver printed products and/or place them in campus literature racks to department, divisions and/or campus mailroom.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Education and Experience:**

- Education: Possession of a High School diploma or GED.
- Experience: Two years performing high speed and high-volume computerized photocopying/duplicating that included a wide range of supplemental finishing services (e.g., collating, binding, punching) and also involved assisting with project design/layout.

#### **Knowledge of:**

- Methods, techniques and procedures pertaining to digital reprographic printing and related functions.
- Paper and ink properties and characteristics, and material reproduction supply sources.
- Inventory control and supply and material management methods and techniques.
- Safe working methods, procedures, and handling hazardous materials.
- Standard office procedures and equipment including computers.
- Color standards to ensure accurate branding and quality values.
- Principles and practices of customer service.

#### **Ability to:**

- Set up and operate offset presses, high speed copiers and other specialized printing and 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.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Licenses and Certificates:**

- Depending upon assignment, a valid license to drive in California may be required.

**Physical and Mental Standards:**

- **Mobility:** ability to stand for long periods, and reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 25 pounds; occasional lifting up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in a production duplicating environment that may require exposure to constant noise, potentially hazardous chemicals, dust and fumes.

*Class Adopted: 03/01/09*  
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