

REPROGRAPHIC TECHNICIAN

Definition:

Under general supervision plans, organizes, schedules and performs reprographic and incoming/outgoing mail services; operates and maintains reprographic machines and related print shop and mailing equipment; receives and prepares incoming and outgoing United States and interdepartmental mail and performs related duties as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Organizes, schedules and performs City reprographic work.

Establishes priority job orders and determines material and equipment usage needs to insure the economical use of time, equipment and materials.

Operates reprographic machines in the reproduction of materials to include booklets, forms, specifications, circulars, agendas, certificates, letters, and memos.

Operates a variety of power and manual equipment related to reprographic work to include staplers, cutters, folders, punches and binding equipment.

Operates envelope inserting machine, folding machine and jogger machine for water billing purposes.

Adjusts equipment settings, cleans and maintains and makes minor repairs and adjustments to machines.

Collates, punches, staples, drills, folds, trims and binds reproduced materials.

Retrieves mail from the post office; sorts and delivers mail by department.

Operates a postage meter and postage scale and processes outgoing mail.

Maintains a variety of work records and files.

Operates a personal computer and uses applicable software.

Programs reprographic/mailing equipment as needed.

Lifts and moves objects weighing 75 pounds or less.

Routes business card, letterhead and other colored print and specialty item orders to appropriate vendors.

Assists staff in the design and layout of reprographic materials.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Assists in training other staff as needed.

Class Characteristics:

Reprographic Technician is a single incumbent technical class in the Administrative Services Department with duties specifically related to the operation of mail room and reprographic services.

Contacts and Relationships:

The Reprographic Technician has continuing contact with departmental representatives related to reprographic job orders and mail distribution. Additional contact occurs with specialty vendors and supply/equipment repair representatives.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Basic operation of reprographic and mail room equipment.

Paper stock characteristics, weight and reproducibility.

Methods of laying out work for reproduction.

Work organization, scheduling and coordination.

Basic purchasing and inventory procedures.

Computer applications as they relate to area assigned.

Safety precautions and practices necessary when working with reprographic equipment.

English usage and spelling.

AND

Ability to:

Plan, organize and schedule reprographic work.

Operate basic reprographic equipment.

Learn to operate City mail room reprographic and mail service equipment.

Read and write at the level required for successful job performance.

Complete and maintain work records and compile related reports.

Follow oral and written instructions independently and communicate effectively orally.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Maintain the integrity of incoming and outgoing City mail.

Read and write at the level required for successful job performance.

Lift and carry heavy objects safely.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school supplemented by some course work or training in the operation and maintenance of reprographic equipment.

AND

Experience:

One year of experience in the operation of reprographic equipment to include some experience in the operation of mail room equipment.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily in a reprographics shop environment. The incumbent operates a variety of manual and power driven equipment/machines related to mail processing and high speed reprographics to include a postage scale, postage meter, copy machines, staplers, cutters, folders, punches and related binding equipment. The incumbent drives a vehicle on City business, pushes a mail cart, uses a computer keyboard and screen, sits, stands, walks, kneels, crouches, twists, bends, reaches, grasps, pushes, pulls, drags and lifts and moves boxes and packages weighing 75 pounds or less. When using a folding machine the incumbent will be exposed to extreme noise requiring the use of ear plugs/hearing protectors. The incumbent must be able to meet the physical requirements of the class and have mobility, vision to include color vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised July 2003

Revised August 1991