

REPROGRAPHIC EQUIPMENT OPERATORDEFINITION

Under immediate supervision, performs a variety of work in the operation of digital copy, photocopy, duplicating and various bindery equipment.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Operates, cleans and makes minor adjustments to digital copy and photocopy duplicating machines in producing a considerable volume and variety of printed materials. Operates and makes minor adjustments to automatic collating, inserting, folding, stapling, punching, wrapping and paper-cutting equipment. Receives job requests in written and oral form. Keeps records of stock used and charges it to the appropriate department. Lifts and moves heavy printed material and reprographic supplies while undertaking duplicating, storage, and delivery tasks. Observes safety rules and regulations. Binds forms, reports and similar materials by use of liquid glue, stapling or ring binding; maintains records and supplies; performs mail and messenger duties on a backup basis; performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class is responsible for performing the production of printed materials in a central duplicating operation. Duties require attention to detail and the application of knowledge gained through experience. Technical assistance and supervision is readily available, however, increasing independence of operation is expected as an employee gains experience. Training and review of work is received from the Central Services Supervisor and/or from a more senior Reprographic Equipment Operator.

MINIMUM BASIC QUALIFICATIONS

Six months experience with a variety of digital duplicating equipment and completion of high school or equivalent, or any combination of training and experience which provides the following:

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of: the operation of high speed digital duplicating copiers and related equipment; the principles of the offset duplicating process.

Ability to: learn and perform the setup, operation, care, and maintenance of digital printing, reprographic, bindery and other equipment; learn the types and uses of papers, and other supplies used in duplicating work; lift and move reprographic materials and supplies; learn and observe safety rules and regulations; understand and carry out written and oral instructions; maintain simple records; establish and maintain effective working relationships with internal and external customers.

SPECIAL REQUIREMENT

Applicants must possess and retain a valid California Class C Driver's License. Must be able to lift

and move objects weighing up to 70 pounds, and may be required to stand, bend forward, and reach overhead for extended periods of time.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a dedicated employee who is customer service oriented and enjoys the challenge of consistently providing quality service in a timely manner. This team player responds willingly to assist co-workers and establishes good working relationships with internal and external customers.

Class title change from Reprographic Equipment Operator I per Council Resolution No. 88-38, effective 7-1-88

Reviewed: 10/03

ADA Approved: 10/03