



Orange County Department of Education
Human Resources Department
Classified Class Specification

Class Code: 6056
Date Adopted: 7/1/2024

FLSA Status: Nonexempt
Union Representation: Represented

Reprographics Technician

GENERAL PURPOSE

Under general supervision, operates high-speed digital printing, copying, finishing, binding, and other related equipment to complete print production and reproduction assignments; sets up programs and typesets; prepares files for print production; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Reprographics Technician is responsible for completing assigned print production orders of business and educational materials within OCDE quality, cost, and time parameters while meeting or exceeding OCDE customer expectations. To carry out assignments, the incumbent must possess technical knowledge and skills to operate high-speed digital printing, copying, finishing, and binding equipment and other related equipment, as well as working knowledge of graphics, page layout, and other pertinent software to prepare files and materials for lay-out and production.

A Reprographics Technician is distinguished from a Reprographics Supervisor in that an incumbent in the latter class plans, supervises, coordinates, and oversees day-to-day print shop activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Operate high-speed digital printing and copying equipment to produce bulletins, brochures, booklets, forms, instructional materials, and a wide variety of other documents; utilize software to program, monitor, operate, and control equipment; and adjust to produce high-quality results.
2. Utilize graphics, page layout, standard business applications, and other software and equipment to clean, edit, typeset, and prepare manual and computer layouts of files and materials for production.
3. Operate a variety of bindery and finishing equipment to collate, cut, fold, punch, drill, bind, and pad printed materials; shrink wrap and package products for shipping or storage; arrange for the delivery of final products to customers.
4. Perform preventive maintenance and minor repairs to print shop equipment; operate hand truck and pallet jacks to shelve and store orders of supplies and materials; maintain, store, and use chemicals and other hazardous materials in accordance with OSHA regulations.
5. Respond to OCDE customer inquiries, complaints, and requests for information via telephone, e-mail, or face-to-face interaction; provide routine information, suggestions, and assistance as required to

support OCDE customers in optimizing the use of technology to accomplish objectives; and refer issues to appropriate staff when outside the scope of authority or expertise.

6. Manage projects with customers based on the accuracy of the job type and suggest alternatives due to time sensitivity or financial considerations. Coordinate projects to be sent to third-party vendors for completion, pickup, or updated print status.
7. Review financial adjustments on each job accordingly for OCDE and external customers. Review month-end financials, job completions, and machine usage. Develop new work technique programs to obtain OCDE objectives in safe and effective manners.
8. Review and maintain an inventory of supplies and needed materials and inspect incoming shipments for extra or shortened materials.

QUALIFICATIONS

Knowledge of:

1. Methods and procedures for high-speed digital printing and reproduction processes, including finishing and bindery operations.
2. Industry-standard software used in graphic and visual communications.
3. Basic principles and techniques of graphic design, page layout, and image editing used in commercial print production.
4. Operations and care of printing and related equipment like that used by OCDE.
5. Typical paper stocks used in a full-production print shop.
6. Proper English usage, spelling, grammar, and punctuation.
7. Safety regulations and safe work practices; and federal, state, and local laws applicable to the storage and disposal of hazardous chemicals.
8. Basic provisions of copyright laws applicable to the work.

Ability and Skill to:

1. Operate and maintain a wide variety of conventional and digital printing and reproduction equipment and computer software.
2. Utilize computers and computer software to develop print layouts in accordance with OCDE standards and customer requirements.
3. Follow and apply safe work practices, methods, and procedures in a print shop setting, including proper lifting techniques and the operation of hand trucks and pallet jacks.
4. Interact with customers to define print project requirements and expectations.
5. Communicate clearly and effectively, both orally and in writing.
6. Make sound, independent decisions within established guidelines.
7. Establish and maintain effective working relationships with OCDE management, staff, vendors, suppliers, and others encountered in the course of work.
8. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or high school equivalency test and two years of experience operating advanced digital printing and reprographics equipment; or a combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification frequently walk, stand, and lift, carry, push, and pull heavy objects. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position includes the need to traverse uneven surfaces; and to lift and or move up to 50 pounds and lift up to 100 pounds with assistance. This position may perform deskwork for extended periods.

Must pass a pre-employment physical examination related to job duties and assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work. This position performs deskwork for extended periods.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee works in a print shop, and the noise level is generally loud. The employee frequently works near moving mechanical parts and is occasionally exposed to fumes, airborne particles, and toxic or caustic chemicals.