



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 6056  
Date Adopted: July 1, 2008  
Date Revised: May 4, 2016**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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## **Reprographics Technician**

### **GENERAL PURPOSE**

Under general supervision, operates high-speed digital printing, copying, finishing, binding, and other related equipment to complete print production/reproduction assignments; sets up, programs and typesets, and 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.

Reprographics Technician is distinguished from Reprographics Offset Operator in that an incumbent in the latter class specializes in the operation of offset printing presses. Digital Reprographics Technician is further distinguished from 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**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Operates high speed digital printing and copying equipment to produce bulletins, brochures, booklets, forms, instructional materials, and a wide variety of other documents; utilizes software to program, monitor, operate, and control equipment, and make adjustments to produce high quality results.
2. Utilizes graphics, page layout, standard business applications, and other software and equipment to clean, edit, typeset, and prepare manual and computer lay-out of files and materials for production.
3. Operates a variety of bindery and finishing equipment to collate, cut, fold, punch, drill, bind, and pad printed materials; shrink wraps and packages products for shipping or storage; arranges for the delivery of final products to customers.
4. Performs preventive maintenance and minor repairs to print shop equipment; operates hand truck and pallet jacks to shelve and store orders of supplies and materials; maintains, stores, and uses chemicals and other hazardous materials in accordance with OSHA regulations.
5. Responds to OCDE customer inquiries, complaints and requests for information via telephone, e-mail or face-to-face interaction; provides routine information, suggestions, and assistance as required to support OCDE customers in optimizing the use of technology to accomplish objectives; refers issues to appropriate staff when outside scope of authority or expertise.

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## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods and procedures of 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 similar to 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; 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 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 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 progressively responsible experience operating advanced digital printing and reprographics equipment; or an equivalent 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.

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## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk, and sit; talk or hear, both in person and by telephone; hear signal warnings and differentiate equipment operating sounds; use hands repetitively to finger, handle, or feel objects or controls; reach with hands and arms to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift and or move up to 50 pounds and lift up to 100 pounds with assistance from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

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

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; perform highly detailed work on multiple concurrent tasks under intensive deadlines and interact with administrators, staff, vendors, suppliers, and others encountered in the course of work.

## **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 the 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.