

Job Description/Title: Print Shop Operator → Reprographics Technician
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

REPROGRAPHICS TECHNICIAN

Job Summary

Under general supervision, manage and make independent decisions for the operation of the print shop; perform copying work and related activities for the college. Receive limited supervision within a broad framework of standard District policies and procedures. Operate copiers and other related equipment for the purpose of reproducing a variety of printed materials; schedule priorities to accomplish the accurate and timely completion of incoming work requests, orders and printing projects; responsible for the security and confidentiality of materials.

EXAMPLES OF FUNCTIONS

Essential Functions

Operate and maintain a wide variety of copiers and associated equipment including but not limited to black and white, color, digital, fax, a jogger, folder, 3 hole drill, laminator, paper cutter, collator, duplicator, binding machines and electric stitcher in the reproduction and finishing of district materials.

Reproduce forms, bulletins, booklets and circular letters, tests, reports, announcements and worksheets.

Use computer and software for printing of materials and operating of assigned area.

Maintain sensitivity and confidentiality of documents.

Monitor copyright compliance.

Code duplicating machines, assign user numbers, track costs and analyze for billing purposes.

Receive work for duplicating; set up schedule and timeline; notify client.

Adjust paper feed and guides for different weights and sizes of stock; adjust flow of repellent solutions and brings ink to proper consistency.

Operate associated equipment: collator, folder, duplicator and paper cutter.

Maintain high quality standards for materials duplicated.

Make minor repairs and adjustments as necessary; maintain copying equipment in good order, replacing supplies as needed.

Schedule printing projects to meet specific deadlines.

Liaison with outside vendors of equipment for the assigned area.

Assist campus personnel with self service copier and fax machine, maintain professional customer service.

Work with graphic artists to coordinate projects.

Consult with originators of materials to be duplicated, if necessary.

Track, proof, price, reproduce or sublease to outside vendor.

Order supplies and maintain inventory control of all supplies, materials and equipment.

Train and oversee student employees when necessary.

Other Duties:

Serve on college committees as assigned.

Perform other related duties as assigned.

Employment Standards

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of the 12th grade and two years of experience in the field of printing duplication. .

Knowledge

Knowledge of: the operation and care of a variety of high speed copiers and related machines; paper and ink characteristics; chemicals used in printing; general bindery procedures; copy camera operation and photo typesetting; safe operating practices of printing equipment; general office procedures; procedures for handling special applications.

Abilities

Ability to: operate and adjust installed duplicating machine efficiently and safely; operate auxiliary equipment including a collator, paper cutter, duplicator and binder; understand and carry out oral and written directions; learn and successfully use new procedures and equipment as needed to fulfill the duties of the job; prioritize work orders and schedule duplication tasks efficiently; meet physical requirements necessary for the successful performance of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Heavy physical effort which may include extensive sitting, standing, twisting, walking; frequent lifting or moving of heavy parcels, machines or equipment of up to 50 pounds; frequent full body exertion. Indoor or outdoor work environment; exposure to environmental extremes.