

East Side Union High School District

JOB TITLE: Reproduction Equipment Operator I

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To reproduce a variety of printed materials using an automated copy machine and/or offset printer and related printing/copying equipment. Employees in this classification receive general supervision within a framework of well-defined policies and procedures. Employees in this job class may monitor and direct the work of student assistants in a lead capacity. This job class is responsible for the accurate and timely completion of duplication projects and for the safe and proper operation of assigned reproduction and related equipment.

SUPERVISOR: As assigned

TYPICAL DUTIES

Operates an automated and/or standard copy machine to duplicate a variety of materials for District school(s) and/or offices

Receives orders for reproduction; determines appropriate equipment settings; and runs required number of copies

Prepares machine(s) for operation; cleans glass/rollers, and checks fluid levels

Establishes work priorities and time lines for printing/duplicating jobs

Cleans machine(s) regularly and arranges for preventative maintenance and repair service calls

Operates a variety of equipment to process reproduction projects such as, offset press, drill hole puncher, collator, paper jogger, paper cutter, and laminator

Counts, assembles, wraps, sorts, boxes, and ships out/distributes outgoing material to proper school or staff

Orders and maintains proper inventory of supplies and stock levels needed to accomplish printing functions to include, paper stock, ink, chemicals, solutions and other materials

Cuts, collates, pads, binds, punches, folds, staples, and assembles completed printed materials

Proofs completed work to ensure accuracy and compliance with job requests/orders

Maintains accurate records related to printing/duplicating projects such as requests received, departments submitting requests, materials printed, etc.

Trains and directs the work of others as required

Performs related duties as required

EMPLOYMENT STANDARDS

Knowledge of general and specialized procedures, methods and techniques used in reproduction operations

Knowledge of automated copy machine operations and methods of adjusting/setting equipment for proper operation

Ability to learn to operate and adjust an offset press machine efficiently and safely

Ability to operate an automated copy machine and auxiliary reproduction equipment including paper cutter, drill hole puncher, collator, etc. safely and efficiently

Ability to understand and carry out oral and written instructions

Ability to organize and prioritize work orders and work activities and effectively schedule duplication processing work tasks

Ability to maintain routine records and filing systems

Ability to perform arithmetical calculations accurately

Ability to communicate effectively in both oral and written forms

Ability to estimate supplies and other resources needed for duplication/printing work

Ability to meet the physical requirements necessary for the successful performance of required duties

Ability to maintain effective work relationships with those contacted in the performance of required duties

Possession of a valid and appropriate California Driver's License

Creation date: 10/85