

REPROGRAPHIC EQUIPMENT OPERATOR

DEFINITION

Sets-up, operates, and performs minor maintenance on high-speed programmable photocopier machines and other related reprographic equipment.

TYPICAL DUTIES

Sets-up and operates high-speed programmable photocopier machines in the reproduction of a wide variety of materials, such as forms, bulletins, charts, graphs, examinations, class materials, and reports.
Adjusts duplicating equipment to the size of the paper, placement of impression, and thickness of paper.
Cleans, adjusts, and makes minor repairs on reprographic equipment.
Receives, reviews, and completes job orders and follows-up for clarification when needed.
Responds to inquiries from customers regarding status of orders, job costs, and related matters.
Contacts service representatives regarding major repairs and service of reprographic equipment.
Checks materials reproduced for optimal copy clarity and intensity of imprint.
Operates various bindery and finishing equipment such as paper cutters, paper folders, collators, paper joggers, laminators, paper drills, staplers, stitchers, and scanners.
Assists users in the proper operation and use of standard photocopier machines.
Maintains an inventory of reprographics supplies including paper, ink, toners, developers, and solvents.
Orders parts needed to make minor repairs on reprographic equipment.
Maintains all production records using a computer terminal or other method.
Consults with customers on such matters as type of paper and color of inks to be used.
May perform other work of the unit during peak periods or in the absence of staff.
May provide work direction to student employees.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Reprographic Equipment Operator** sets-up, operates, and performs minor maintenance on high-speed programmable photocopiers and other related reprographic equipment.

A **Lead Support Services Assistant** performs lead duties for a small clerical unit responsible for providing reprographic services and other staff support services such as courier, mail, and telephone services.

An **Offset Machine Operator** sets-up, operates, and performs minor maintenance on offset presses and other related reprographic equipment.

SUPERVISION

General supervision is received from higher-level classified personnel. May provide work direction to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Operation and care of high-speed programmable photocopiers and other related equipment
- Proper operation of binding and finishing equipment
- Paper stock, inks, and toners used in reproduction work
- Basic record keeping techniques
- Capabilities of computer systems, software, and hardware used in assigned area

Skill in:

- Operation of reprographic equipment

Ability to:

- Set-up and operate high-speed programmable photocopiers and other reprographic equipment
- Make minor repairs and adjustments to reprographic equipment
- Meet schedules and timelines
- Perform work in accordance with specifications on work requests
- Maintains accurate records
- Accurately estimate quantity of materials needed to complete assignments
- Work effectively with administration, faculty, student, and office staff
- Make basic arithmetical calculations
- Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

One year of full-time, paid experience in the operation and minor maintenance of high-speed programmable photocopiers and binding and finishing reprographic equipment.

Physical Requirements:

- Ability to stand for long periods of time.
- Ability to move and lift loads up to 50 pounds.