



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REPROGRAPHIC TECHNICIAN I

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 23 Job #: UA12
--	--	---

JOB SUMMARY

This is the entry level position performing Reprographic Technician I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Learns and assists to operate and program high speed and volume commercial digital reprographic equipment, such as engineering and wide format copier and scanner, color digital press, and black and white publishing devices. Accepts and sends digital files to print server, store and restore digital files to permanent storage.
2. Learns and assists to perform prepress functions such as cropping, masking, stretching, rotating, restoring, merging, shading, image quality adjustments, color conversion, image, and corner shift, and creating halftones.
3. Learns and assists to operate and program equipment to scan and convert hard copy originals to digital files. Learns and assists in preparing hard copy and digital files for automated and manual metadata capture and indexing.
4. Learns and assists to perform finishing, bindery and packaging using equipment such as power cutters, automatic comb binding machine, padding machine, folder with right angle, stitching and thermal taping machines, power paper drills, and compact disc and digital video disk duplicators.
5. Learns and assists to enter data in the billing system.

6. Learns and assists to perform minor maintenance or adjustments to equipment.
7. Performs other related Reprographic Technician job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED).

Required Knowledge of: Current office technology and equipment.

Required Skills and Abilities to: Understand and follow instructions; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.