



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REPROGRAPHIC TECHNICIAN II

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 28 Job #: UA13
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JOB SUMMARY

This is the intermediate level position performing Reprographic Technician II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The work consists of duties that involve related steps, processes, or methods. The work involves the execution of specific rules, regulations, or procedures.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. Assists and/or operates and programs 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. Assists and/or performs prepress functions such as cropping, masking, stretching, rotating, restoring, merging, shading, image quality adjustments, color conversion, image and corner shift, and creating halftones.
3. Assists and/or operates and programs equipment to scan and converts hard copy originals to digital files. Prepares hard copy and digital files for automated and manual metadata capture and indexing.
4. Assists and/or performs 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. Assists in data entry on the billing system.
6. May assist in performing 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) and two years of relevant experience; or two years in a MWD Reprographics Technician I classification.

Required Knowledge of: Commercial digital reprographic equipment and processes; related finishing equipment; graphics software; and current office technology and equipment.

Required Skills and Abilities to: Perform prepress functions; recognize errors in jobs and make corrections; understand customer needs; 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.