



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REPROGRAPHIC TECHNICIAN III

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 31 Job #: UA14
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JOB SUMMARY

This is the journey level position performing Reprographic Technician III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines and policies.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. 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. 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. Operates and/or 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. 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. Performs data entry on the billing system.
6. Performs maintenance, repairs and 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 four years of relevant experience; or two years in a MWD Reprographics Technician II 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; commercial digital reprographic equipment troubleshooting, maintenance and repair; recognize errors in jobs and make corrections; understand customer needs; propose creative solutions; use independent judgment and exercise discretion; 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.