



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR REPROGRAPHIC TECHNICIAN

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 34 Job #: UA15
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist. Decisions regarding what needs to be done includes interpreting data, planning of the work, or refining the methods and techniques to be used. The work product or service may affect activities or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews 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. Leads, instructs and trains reprographics personnel on media publishing devices and processes.
2. 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.
3. Performs prepress functions such as cropping, masking, stretching, rotating, restoring, merging, shading, image quality adjustments, color conversion, image and corner shift, and creating halftones.
4. 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.
5. 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.

6. Oversees data entry on the billing system.
7. Orders, receives and tracks production inventory.
8. Performs maintenance, repairs and adjustments to equipment. Assists in evaluation of industry standard reprographic equipment.
9. Participates in planning and scheduling for print production with customers.
10. 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 six years of relevant experience; or two years in a MWD Reprographics Technician III 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; lead and train; 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.