

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Reprographics Lead

Department: Reprographics

Location: SJCC or EVC

Date: 5/27/15

POSITION PURPOSE

Reporting to the Network Technology Manager or assigned administrator, the Reprographics Lead is responsible for organizing, coordinating, overseeing and participating in the daily activities and services of the Reprographics department decentralized in two campuses. Act as lead technician providing training and direction to other staff assigned to the production and finishing areas at any of the department locations.

DISTINGUISHING CHARACTERISTICS

The Reprographics Lead is a senior-level technician with lead responsibility over a team of technicians and assistants. This position provides directions in aspects of the production schedule including assignments to individuals, setting priorities, tracking progress and resolving schedule conflicts and problems. Routinely operate and maintain the most advanced and complex reprographics equipment and participate in department planning and development and implementation of department, goals, objectives, policies and procures including recommending equipment purchases.

KEY DUTIES AND RESPONSIBILITIES:

1. Lead the establishment of production schedules and setting of priorities including revising schedule as needed. Assign jobs and ensure production according to job specifications including coordinating jobs at both Reprographics locations. Monitor workflow using electronic job scheduling and tracking procedures.
2. Set up, operate, maintain and perform minor repair on a full range of offset pre-press/press, networked production printer and copying/printing equipment as well as bindery/finishing equipment as needed. Routinely perform the most advanced and complex tasks on a regular basis.
3. Perform specialized tasks such as use, care, operation and minor repair of platemakers, graphic art cameras, networked copiers and other related support equipment and processes. Monitor equipment performance and schedule service and repair as appropriate.
4. Perform routine graphic art layout and paste-up and perform a variety of graphic arts camera work. Assign process camera work, negative assembly and metal plate making tasks as needed.
5. Identify and resolve a wide variety of production problems and assist staff in determining proper use and operation of materials, equipment and methods including appropriate selection of ink, print stock and other related materials for assigned jobs.
6. Monitor and train on safety and maintenance programs including performing required safety inspections and reporting of findings. Acquire and maintain Material Safety Data Sheets for all products used. Ensure safe handling, mixing, storage and proper labeling and disposal of hazardous materials and hazardous waste. Maintain usage records and prepare disposal manifests.
7. Assist with development and implementation of department goals, objectives, policies and procedures. Make recommendations for improvements, changes and additions to processes and

services. Keep management apprised of departmental activities.

8. Maintain accurate inventory of paper, supplies and materials used, establish proper inventory control and levels and conduct periodic physical inventories. Request for supplies as appropriate.
9. Serve as a lead technical resource for co-workers and customers regarding printing issues, departmental services, job requirements and procedures. Assist staff and faculty in the operation of self-service copying and related equipment.
10. Receive jobs electronically or manually and make print-ready. Screen, review and verify printing requests and prepare for print using appropriate software, including reformatting if necessary. Maintain original hardcopy and electronic master files and follow procedures regarding job tracking system.
11. Maintain departmental job logging/tracking database; provide departments with monthly reports.
12. Provide technical and functional direction and training for Reprographics staff, hourly employees and student workers on new and existing equipment, ensuring a smooth print production operation.
13. Follow security measures in place to protect confidentiality of examination materials.
14. Prepare printed materials for distribution and delivery. Operate a variety of peripheral equipment including but not limited to bindery, wrapping, cutting, stacking, and sorting devices as needed.
15. Use forklift as needed for receiving materials, organizing materials, and preparing materials for shipment.
16. Operate computer workstation using a variety of applications such as electronic mail, internet browsers, word processing, spreadsheet and database management software.
17. Performs preventative maintenance and minor repairs of offset printing equipment. Lubricates and cleans mechanical parts, rollers, and other interior components.
18. Perform other related duties as assigned.

Knowledge of:

1. Principles and practices involved in serving as a team lead including establishing production schedules, troubleshooting problems and training of others.
2. A complete understanding of single and multi-color offset press, pre-press and networked production printing equipment used by the department for high volume printing as well as materials used in production such as ink and paper.
3. Complete knowledge of copy, binding, and ancillary equipment used for making copies and finishing/binding completed materials.
4. Understanding of graphic arts layout and paste-up and safety practices and requirements including handling of hazardous chemicals.
5. Solid understanding of use of computers for online file management, job preparation and electronic communications.
6. Basic math skills and proper English usage including spelling, grammar and punctuation.

7. Sufficient leadership, creativity, and organizational skills to meet customer requests on a timely basis.
8. Modern office practices, procedures and equipment including computer operation.
9. Oral and written communication skills.

Skills and Ability to:

1. Lead a team without being the direct supervisor.
2. Review, interpret and recommend printing services in order to meet user's needs.
3. Interpret, explain and recommend improvements for written documents such as department policies and procedures, work orders, safety guidelines.
4. Operate, maintain and troubleshoot the full range of offset pre-press and press, networked production printing and copying/printing equipment, and peripheral equipment as well as use of associated materials.
5. Plan, schedule and coordinate the activities and work of a large in-house print production and finishing facility including an additional copy center location.
6. Communicate effectively both orally and in writing and make presentations.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little supervision; prioritize work and meet schedules.

Experience and Education:

1. High School diploma or equivalent supplemented by training or courses in offset printing, digital technologies, graphic arts or related field.
2. Five years of increasingly responsible related work experience in operation of presses, platemaking equipment and bindery support equipment.
3. Experience in leading or coordinating team members and work activities.
4. Experience in use of personal computer and software programs for document management, production scheduling, and job preparation, including operation of digital production printing equipment.
5. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING CONDITIONS

Environment:

1. Work is performed indoors where health and safety considerations exist from extended standing and physical labor and handling of chemicals, consumables, and heavy materials.

Physical Demands:

1. Maintain cardiovascular fitness to engage in active physical labor and to function effectively under pressure to meet production deadlines and timetables.
2. Visual acuity to write and read printed materials and computer screens, and observe printing processes.
3. Speech and hearing ability to carry on ordinary conversation and hear sound prompts from equipment.
4. Ambulatory ability to stand upright, forward flexing, push, pull, stoop, bend, and reach for long periods of time to operate printing, photocopying, and other equipment. Strength to carry heavy weight (max. 50 lbs.) materials and supplies.
5. Requires the ability to operate a commercial forklift.

Board Approved: 5/26/15

Salary Range: 85 (reclassified from Repro Production Coordinator)

EEO Category: 2B3 – Technical/Paraprofessional