

# Reprographics Specialist: Reprographics Specialist III

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Plans the printing of all technical business documentation generated throughout the Business Area. Maintains an up-to-date knowledge in the latest state-of-the-art copy, photo, and printing technologies including related software programs. Performs troubleshooting functions to resolve problems in the Reprographics area and within all departments utilizing self-service copiers. Ensures the completion of all printing request according to schedule and within budget. Ensures that all work conforms to established standards and applicable specifications while establishing priorities as necessary.

Operates a variety of bindery equipment such as punches, cutters, binders, stapling machines, tabulating and bursting equipment, thermoplastic sealing machines, collators, and stitchers used to bind books, magazines, pamphlets, directories, and catalogs. Stamps numbers on sheets by hand or machine; feeds covers and sheets into various machines for punching, cutting, folding, ruling, stitching, indexing, and gluing; inserts extra sheets; and collates, stacks, and packs printed material in various stages of completion.

Operates large duplicating and/or scanning machines to make copies of drawings, photographs or documents. Selects sensitized paper according to color of line specified. Adjusts controls to regulate light intensity, exposure, developing, and printing time. Replenishes developing solutions; cleans, maintains, and makes minor repairs to equipment; trims, binds, and wraps finished work; makes autopositive (negative) of original material. Includes continuous process machine operations.

## **Knowledge**

Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job, and their practical applications to problems and situations ordinarily encountered. Excellent verbal and written communication skills.

## **Supervision Received**

Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.

## **Consequence of Errors**

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

## **Contacts**

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department, or which may be of sensitive nature.

## **Minimum Education and Experience**

4+ years of directly-related experience with a High School Diploma. Associate's Degree in Graphic Arts or related field preferred. Advanced Outlook, MS Word, PowerPoint and Excel skills.