

Reprographics Specialist: Sr. Reprographics Specialist

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

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered. Excellent verbal and written communication skills.

Supervision Received

Minimal supervision. Work may be done without established procedures.

Consequence of Errors

Errors are very difficult to detect and would normally require significant expenditures to resolve.

Contacts

Contacts are frequent with individuals representing outside organizations, and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, and require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

Minimum Education and Experience

6+ 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.