

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 autpositive (negative) of original material. Includes continuous process machine operations.

Level 1		Level 2		Level 3		Level 4	
Reprographics Specialist I		Reprographics Specialist II		Reprographics Specialist III		Sr. Reprographics Specialist	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job. Excellent verbal and written communication skills.	Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job. Excellent verbal and written communication skills.		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.		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	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.		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.		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	Entry Level. 0+ years of directly-related experience with a High School Diploma. Associate's Degree in Graphic Arts or related field preferred. Basic Outlook, MS Word, PowerPoint and Excel skills.	2+ years of directly-related experience with a High School Diploma. Associate's Degree in Graphic Arts or related field preferred. Intermediate Outlook, MS Word, PowerPoint and Excel skills.		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.		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.	