



Code: 6406

Family: Public Relations and Creative Arts
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Graphics and Reproduction

CLASS TITLE: REPROGRAPHICS TECHNICIAN III

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a lead worker in the operation and maintenance of high volume, high speed photocopier equipment and bindery devices to prepare, print, and finish materials, and performs related duties as required

ESSENTIAL DUTIES

- Operates high volume, high speed photocopier equipment to produce a variety of print materials with various paper requirements (e.g., pamphlets, books, manuals, signs)
- Operates a personal computer and uses Adobe suite software to review submitted documents in the pre-print stage, ensuring documents are in appropriate PDF file format
- Edits PDF file documents to make required layout adjustments (e.g., artwork, fonts, color, pagination, inserting headers and footers, other standard formatting changes)
- Scans hard copies and converts to PDF files to make documents print ready
- Uses print production software to enter codes and set up print jobs to meet specifications (e.g., number of copies, paper size and weight, bindery requirements)
- Runs jobs and checks printed materials to ensure original copy integrity and image quality
- Sets and adjusts controls and operates large scale bindery devices (e.g., cutters, collators, saddle-stitch booklet-maker, folding machine, drill press) to finish documents
- Performs maintenance functions and standard repairs to ensure optimum performance of photocopier equipment and bindery devices
- Schedules needed vendor repair services
- Directs lower level Reprographics Technicians loading paper trays, changing toner, and monitoring jobs during production for image quality
- Provides direction and guidance to lower level Reprographics Technicians on setting up production jobs and operating photocopier equipment and bindery devices equipment
- Prepares productivity work reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of work experience in operating high volume, high speed photocopier equipment and bindery devices in a reprographics/production center environment, or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

- Reprographics/photocopier high volume production environment
- Exposure to fumes, dust and loud noise

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)
- Bindery equipment and devices (e.g., large scale, laminator, glue/wax machine, dry mount press)
- High volume, high speed photocopiers

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to operate high speed photocopier and large scale bindery equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- publication design and printing
- *high volume, high speed photocopier equipment and large scale bindery devices
- *applicable computer software packages

Some knowledge of:

- inventory procedures
- report preparation methods, practices and procedures
- applicable department programs, organizations, and resources

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Reprographics Technicians II class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- *OPERATION AND CONTROL - Control operations of equipment or systems
- *OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly

Other skills as required for successful performance in the Reprographics Technician II class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other abilities as required for successful performance in the Reprographics Technician II class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Reprographics Technician II class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
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