

JOB DESCRIPTION**Job Title:** *Duplication Equipment Operator II (7106)***Job Summary:**

The job of Duplication Equipment Operator II is done for the purpose/s of satisfying customer requirements for black and white production services as well as multi-color work. Additionally, this job is done for the purpose of scheduling printing jobs, organizing file storage and retrieval systems, performing minor machine maintenance, managing workflow under the Vocational Instructor and prioritizing print jobs as needed.

Essential Functions:

- ▶ Assists Xerox technicians for the purpose of determining diagnostic equipment problems.
- ▶ Calculates job costs for the purpose of itemizing costs to be billed to customers.
- ▶ Coordinates incoming production work for the purpose of determining the process or application of the job order.
- ▶ Inspects print jobs for the purpose of ensuring quality standards and quantity requirements.
- ▶ Operates all graphic equipment for the purpose of completing orders.
- ▶ Organizes file storage for the purpose of maintaining an accurate retrieval system.
- ▶ Orients student workers and other personnel for the purpose of providing technical instruction as may be required.
- ▶ Performs minor machine maintenance and repairs for the purpose of ensuring a safe work environment and the availability of print jobs within the specific time frame.
- ▶ Prepares print jobs (i.e., binding, collating, shrink wrapping, etc.) for the purpose of packaging jobs for distribution.
- ▶ Prioritizes incoming orders for the purpose of completing finished quality products in a timely manner.
- ▶ Sets Up/Operates offset and duplicating equipment for the purpose of reproducing drawings, charts, forms and typewritten materials from originals or negatives.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - Operate standard equipment in the Print Shop, i.e., Docutech, power cutter, power drill, power folder, Therma-binder, joggers, power stitcher, power punch and binder;
 - Make minor repairs and adjustments to the equipment;
 - Maintain equipment in good working condition;
 - Work under pressure to finish jobs in the time allotted;
 - Work well with people;
 - Determine which jobs have priority;
 - Complete work correctly and thoroughly with numerous interruptions.
- ▶ **Knowledge of:**
 - Graphics design;
 - Stock and weights of paper appropriate for printing jobs;
 - Proper use and storage of printing chemicals, paper, etc.;
 - Print Shop equipment, repair and maintenance.
- ▶ **Ability to:**
 - Perform skilled tasks utilizing duplicating/print shop equipment;
 - Understand and carry out oral and written directions;
 - Organize and prioritize tasks;
 - Work with students;
 - Establish and maintain cooperative relationships with staff, school personnel and students;
 - Calculate/bill for the costs of print jobs;
 - Work independently with minimal supervision;
 - Stand for prolonged periods;
 - Meet deadlines.

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and some fine finger dexterity. Generally the job requires 10% sitting, 10% walking and 80% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Required:

- ▶ Job Related Experience within Specialized Field is required.

Education Required:

- ▶ Targeted job related education that meets organization's prerequisite requirements.

Certificates, Licenses, Clearances, Testing and/or bonding required:

- ▶ Xerox certification preferred.
- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.