

Title: Reprographics Technician	Effective Date: June 27, 2013	Grade: IX	Job Category: Technician
Prior Title: Reproduction Technician, Camera Operations Supervisor, Offset Press Supervisor, Diazo Printer Supervisor	Prior Effective Date: May 11, 2012	Grade: IX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for a functional work area of the Reprographics Section and is accountable for the area's activities by ensuring the production of quality and economical reprographic services and supervision of reproduction operators assigned to the area.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Direct functional work activities, establish work schedules and ensure quality control and safety.
- Operate, clean, adjust and maintain Section equipment.
- Order, maintain and prepare operating supplies.
- Evaluate and assist in the development of specifications for new equipment.
- Compile and maintain production work records.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Minimum of five years experience operating reprographic equipment, or two years experience operating reprographic equipment similar to that of at least two of the areas in the Reprographics Section. Ability to lift 50 pounds. Supervisory capability, familiarity with construction and right of way plans, and computer record management skills desired.

ADDITIONAL MINIMUM REQUIREMENTS - OFFSET PRESS/BINDERY AREA

Must be able to produce duplication using the Section's offset press. Must be able to accomplish bindery using area equipment.

ADDITIONAL MINIMUM REQUIREMENTS - ENGINEERING PRINT AREA

Must be able to scan, archive and produce engineering plan sets by using assigned area equipment.

ADDITIONAL MINIMUM REQUIREMENTS - PRODUCTION PUBLICATION AREA

Must be able to produce multiple copies of collated color and black and white documents using area equipment.

ADDITIONAL MINIMUM REQUIREMENTS - PLANS ARCHIVAL AREA

Must be able to produce aperture cards and computerized archival records using area equipment.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

