

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

REPRODUCTION EQUIPMENT OPERATOR 2

DEFINITION

Performs journey level work in the operation of offset press and/or high speed digital xerography reproduction equipment of an advanced complex nature; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Sets up and operates sophisticated reproduction equipment to produce complex single color and/or multi-color material requiring perfect or near perfect registration.

Programs high-speed copiers for photos, tab inserts, size of paper, enlarge or reduce size of print or pictures and to send jobs electronically to other copiers.

Maintains close observation of machine operation and completed copies to assure that required quality is maintained.

Transfers images by using a plate-making machine and applying proper solutions (chemical and digital) to produce images on the master plates for use in offset and/or digital xerography reproduction.

Transfers original images by using photo or electrostatic copy machines to produce identical, reduced, or enlarged master printing copies for use in offset and/or digital xerography reproduction.

Sets up reproduction equipment properly to produce the required printed/ copied material by mixing and applying solution, aligning the master plate, loading and positioning paper, adjusting registration and impression cylinder, adjusting speed controls, and regulating ink flow.

Maintains reproduction equipment by following suggested or required schedules and regularly cleaning, oiling, and making minor adjustments and/or repairs.

Maintains records of reproduction supplies and materials used on a per job and cumulative basis.

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

COMPETENCIES REQUIRED

Knowledge of the current principles and techniques of offset and/or digital xerography reproduction.

Knowledge of the preparation, operation, and maintenance of offset and high speed copier reproduction equipment.

Knowledge of the characteristics, capabilities and limitations of the offset and high-speed copier reproduction and necessary equipment operated.

Knowledge of materials and supplies used in the preparation, operation, and maintenance of offset and/or digital xerography reproduction and accessory equipment.

Ability to operate sophisticated reproduction equipment to produce complex single color and/or multicolored materials requiring perfect, or near perfect registration on various types, sizes and weights of paper and/or card stock.

Ability to detect malfunctions in reproduction equipment operated and perform needed routine adjustments or repairs.

Ability to perform routine maintenance on equipment operated.

Ability to work under noisy and/or crowded conditions.

Ability to lift and carry full boxes of paper and/or printed material.

Ability to work and produce high quality material under stress of deadlines.

Ability to oversee the work of others.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to two years of any combination of recognized training and full-time work in the operation and maintenance of offset and/or digital xerography reproduction equipment;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full time work as a Reproduction Equipment Operator 1.

Effective Date: 12/01 GR