

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

GRAPHICS TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform specialized and complex technical tasks of varying degrees of difficulty and responsibility in support of graphic and production assignments; provide graphics assistance in the design and production of mixed media graphic products; perform specialized reprographic operations including the use, care, and operation of offset printing presses, electronic publishing systems, digital copiers, platemakers, bindery equipment, and other related support equipment and processes; operate and maintain equipment to maximize quality and quantity of production.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Design, create, and assemble graphic layouts for a variety of printed material including posters, flyers, brochures, and related materials.
2. Consult on design and production methods.
3. Create and/or apply revisions to files; make photo corrections to images.
4. Set up, gain approval of, and produce business cards.
5. Review, schedule, and prioritize requests for printed materials production; assist in establishing printing production schedules and in meeting the needs of College staff for print shop services.
6. Set up and operate the full range of print shop equipment including offset press, digital copier, and large-format color printer.
7. Set up and operate bindery/finishing equipment including stitcher-booklet maker, thermal binder, spiral binder, drill press, shrink-wrapper, laminator, folder cutter, padding press, staplers, and collators.
8. Produce finished jobs; prepare completed work orders for pickup or delivery.
9. Maintain a variety of records and files pertaining to reprographic materials, supplies, inventories, production, and equipment.
10. Perform a variety of reprographic technical functions including processing paper plates for a small offset duplicator press.
11. Program the electronic publishing system, placing it in an operational mode and correcting paper-path problems.

Chabot-Las Positas Community College District
Graphics Technician (Continued)

12. Troubleshoot system problems; perform preventative and non-technical maintenance on reproduction and bindery equipment.
13. Maintain inventory of supplies and resources; maintain archival database of projects for future access.
14. Customize jobs as necessary; upon request or to improve the quality of output, edit jobs in a variety of ways; work directly with customer and/or supervisor when customizing jobs.
15. Follow safety precautions and rules; report all unsafe or irregular conditions to appropriate supervisory personnel.
16. Serve as a resource person for other operators in the print shop.
17. Conduct on-the-job training assistance for new operators and/or student assistants.
18. Keep current with job skills relating to graphic arts software and state-of-the-art production techniques including latest print/copy technologies and developments.
19. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Industry standard computer graphics software.
2. Operational characteristics of desktop publishing and graphics materials and tools.
3. Methods and techniques of page layout, drawing, sign layout, and photo manipulation software.
4. Operation and use of design and graphic equipment including cameras, computers, printers, and scanners.
5. Theory and techniques required to compose, produce, and perform works of visual and digital arts.
6. Principles and practices used in the setup, operation, adjustment, and routine maintenance of offset press, platemaker, digital copiers, and bindery equipment.
7. A variety of complex and technical printing and copying operations, equipment, terminology, methods, materials, and practices.
8. Press chemistry, inks, electrostatic toners, paper stocks, and bindery materials.
9. Occupational hazards and standard safety practices.
10. Terminology used in an in-plant print environment.
11. Record keeping requirements for production control.
12. English usage, spelling, grammar, and punctuation.

Chabot-Las Positas Community College District
Graphics Technician (Continued)

Ability to:

1. Perform complex technical tasks relative to the areas for graphics and production.
2. Design and create effective layouts by applying graphic design techniques to create a consistent, quality, and professional appearance.
3. Compose, design, and develop a variety of graphic products including posters, flyers, and brochures.
4. Perform desktop publishing functions utilizing applicable computer software and graphics materials.
5. Adapt to changing technologies and learn functionality of new equipment and systems.
6. Set up and operate offset press, digital copiers, networked printers, and bindery/finishing equipment with speed, accuracy and precision.
7. Accurately estimate production time and material costs.
8. Maintain records and archives.
9. Schedule, estimate, and prioritize work.
10. Understand and follow oral and written instructions.
11. Demonstrate a pleasant demeanor and service-oriented attitude and behavior in assisting those who come in contact with the print shop area.
12. Work independently in the absence of supervision.
13. Take initiative and make independent judgments.
14. Apply safety laws and regulations.
15. Schedule, review and evaluate the work of student assistants and other assigned personnel.
16. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
17. Communicate clearly and concisely, both orally and in writing.
18. Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and college level course work in printing, graphic design, computer graphics, desktop publishing, or a related field.

Chabot-Las Positas Community College District
Graphics Technician (*Continued*)

Experience:

Three years of experience in offset printing including the use of presses, platemaking equipment and bindery support equipment that includes experience in the development of graphic materials for visual communication.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an office and print shop environment working near moving mechanical parts; exposure to noise, dust, fumes, odors, and potentially hazardous chemicals; works with machinery; frequently works around loud noise levels.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and print shop setting and operate print shop equipment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment including office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; verbally communicate to exchange information.

Adopted by Board of Trustees on: October 20, 2015

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Revised: March 19, 2019 – replaces Reprographics Systems Technician

Job Family: Library Learning Resources