

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Digital Print Operator I	OFFICE/BRANCH/SECTION District 10/Administration/Reprographics	
WORKING TITLE Digital Print Operator I	POSITION NUMBER 910-001-1411-001	EFFECTIVE DATE 12/01/2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Executive Services Chief, an Information Officer II, the incumbent will be independently responsible to operate and maintain high-speed electronic digital print equipment, duplicating equipment, binding equipment, and other machinery/equipment required for the proper function of the Reprographic Area. You will also exercise day-to-day responsibility for the setting of standards, establishing of priorities and coordinating with District users as to District reproduction needs. The duties include but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
55%	E	Using a networked personal computer, process daily incoming reproduction work requests by operating, programming and maintaining high-speed electronic digital print equipment and other binding or cutting equipment as necessary. This includes manual and electronic manipulation of the customers' product to meet the needs of the customer. This includes altering (enlarging and reducing), adjusting contrasting and density, editing, retaining, combining and color correcting images (lightening and darkening) and reprographic work assignments to ensure a quality image will be duplicated. Store complete project files on the network server and retrieve files as necessary to meet customer needs.
40%	E	Finalize incoming work as requested; i.e., collating, binding, three-hole punch, hard covers, etc. Communicate with users of the Reproduction Area as to the status of pending duplicating jobs. May also use various types of duplicating machinery as needed to deliver projects. Maintain all records regarding the duplicate machinery. This includes maintaining records of service requests, processing invoices for payment, renewal of annual machinery service contracts including preparation of service contract requests and updating these service contracts on a regular basis. Maintain all records regarding the operation of reproduction equipment including a log of copies to prevent over-usage of allotted number of copies under service contract, supply inventory, daily incoming work log, and other records for maintenance of machinery.
5%	M	Maintain an orderly and clean work area to promote safety while operating equipment for both the incumbent and other employees who come into the area to use the duplicating machinery.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to understand both written and verbal instructions regarding the complexities of project requests; ability to maintain an orderly and safe environment for performing daily duties on and around machinery; ability to set standards of completing project in a timely manner; ability to prioritize incoming work requests; ability to recognize the need for and implement improvements in the reprographics area that will increase work productivity.

Ability and knowledge of operating and maintaining high speed duplicating equipment and other electronic and manually operated equipment used in the reprographics area.

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Must meet deadlines and deal tactfully with users of the reprographics area. Must be able to read, write, and speak English at a level necessary for successful job performance. Experience with a personal computer is necessary as work requisitions are often sent electronically and programming of digital high speed duplicating equipment is done from the computer. Professional telephone etiquette is necessary in this position.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Lack of production could result in increased staff and material costs, delays in projects and planning, and embarrassment to the District and Department. The inability to meet requested deadlines will result in a backlog of reproduction requests that could result in creating a poor image for Caltrans. To avoid this if deadlines are unable to be met the Supervisor should be made aware of the situation immediately.

PUBLIC AND INTERNAL CONTACTS

Public contact is minimal. Internal contact is an important part of this position and incumbent must demonstrate a respectful and courteous disposition to all individuals he/she comes in contact with throughout the day.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position will require employee to lift, stack and move paper and boxes of paper. Employee will be required to lift, bend, kneel, reach, push, sit and stand for long periods of time. You may also be required to move large or cumbersome plans and diagrams from one location to another. Must be able to lift and carry up to 45 lbs. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situation; recognize emotionally charged issues or problem; and acknowledge responses. Employee must have sustained mental and physical capability to follow all policies and procedures.

WORK ENVIRONMENT

While all their base of operation, employees will work in a climate-controlled office under artificial lighting around several machines. Employees will be required to stand and work at machinery throughout the workday, often for long periods of time.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE