
Position:	Document Processing Technician III	FLSA:	Non-exempt
Department/Site:	Print Shop	Salary Grade:	13
Reports to/Evaluated by:	Supervisor	Salary Schedule:	Non-Operations

SUMMARY

Under general supervision, leads and participates in the production of high volume reproduction and duplication services including short and long term scheduling. Operates, maintains, and repairs a variety of offset press and computer-aided equipment used for printing and copying printed materials. Work is performed with some independence and use of some independent judgment. Position is reviewed through observation of the work in progress and results obtained.

DISTINGUISHING CAREER FEATURES

The Document Processing Technician III is a senior-level technician with partial leadership responsibility over a small team of Technicians. Advancement to this position requires at least one year as a Technician II in addition to specialized knowledge, education and experience in offset press and ancillary equipment operation and computer-aided duplication. Advancement to this position also requires the ability to organize and sequence printing to optimize use of equipment and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews and organizes work requests to optimize equipment and staff use. Reviews the work of other Document Processing Technicians for quality and conformance to work order. May make scheduling decisions effecting assignments of team members, in the absence of the Manager.
- May receive, review and convert material transferred from internet in web/html format to formats that are print-ready.
- Provides advice to co-workers regarding appropriate methods to perform particular graphic and text printing work.
- Produces high quality printed materials by operating offset presses. Prints by adjusting and setting for paper path, multiple sheet detectors, pressure, paper receiver area for uniform stacking, feed roller pressure, paper pile height, feeder and paper path setup and speed of presses.
- Operates the high-speed copying or other copy machines, collating machine, binding equipment or other peripheral printing equipment. Sets machine for desired function and other paper size settings. Resolves paper jams. May bind, stitch, fold, collate, cut, punch, staple and otherwise generally prepare final duplication of materials.
- Instructs staff on operation of printing and duplication equipment, when assigned.
- Operates a variety of peripheral equipment including but not limited to bindery, wrapping, cutting, stacking, and sorting devices.

- Completes documentation on print nature and quantities for purpose of charging user departments.
- Performs preventative maintenance and major repairs of offset printing equipment. Lubricates and cleans mechanical parts, rollers, and other interior components. Disassembles, repairs, and reassembles equipment to proper operating settings.
- Confers with staff and vendors regarding paper stock, duplicating materials, and equipment and replacement parts.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: The position requires an advanced understanding of the offset press equipment used by the department for high volume printing including maintenance and repair. Requires advanced knowledge of copy, binding, and ancillary equipment used for making copies and assembling completed materials. Requires a basic knowledge of graphic arts. Requires advanced skill at using computer-aided duplicating equipment. Requires sufficient leadership, creative, and organizational skills to meet customer requests on a timely basis and schedule the work of others.

Abilities: Must be able to review, interpret and recommend printing services in order to meet user's needs. Must be able to interpret and explain duplication services policies and procedures. Must be able to operate, maintain and troubleshoot the full range of offset press, duplicating, and peripheral equipment used in the printing department. Must be able to establish printing schedules in order to meet deadlines. Must be able to prioritize and schedule work in order to meet deadlines. Communication skills must be sufficient to interact and discuss technical information with internal customers. Must be able to lead a small team and train others on use and repair of equipment.

Physical Abilities: Incumbent must be able to function effectively indoors in a printing/reprographics shop environment engaged in work of primarily active nature where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Requires visual acuity to write and read printed materials and computer screens, and observe printing processes. Requires speech and hearing ability to carry on ordinary conversation and hear sound prompts from equipment. Requires ambulatory ability to stand upright, forward flexing, push, pull, stoop, bend, and reach for long periods of time to operate duplicating and other equipment. Requires sufficient strength to carry heavy weight (max. 75 lbs.) materials and supplies.

Working Conditions: Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Education and Experience: High School Diploma, or G.E.D. Certificate; supplemented by college courses or industry training in printing press operations and at least one (1) year of customer service and printing experience comparable to a Technician II. Any equivalent combination of education, training and experience.

Credential Requirements: May require a valid driver's license.