

Summary of Duties: Operates a variety of photographic and micrographic equipment, including industrial whiteprinters, large engineering electrostatic printers, microfilm cameras, vacuum frame, microfilm enlarger, process cameras, sheet film and microfilm processors and similar machines in reproducing plans, charts, maps, tracings, and other documents; may act as a lead person directing the work of other Reprographics Operators; and does related work.

Distinguishing Features: A Reprographics Operator operates, adjusts and makes running repairs to microfilm equipment, electrostatic or diazo engineering photocopiers, and engineering graphics process cameras, vacuum frames, and sheet film processors. An employee of this class may work alone or with another operator, with no technical supervision, in a shop containing one or two machines or in a large shop under direct technical supervision. An employee of this class, as a lead-worker, may assign and review the work of other Reprographic Operators.

Examples of Duties : Reprographics Operator: : Operates a microfilm and engineering graphic photoreproduction equipment using silver halide, electrostatic or diazo processes in making copies of engineering or technical plans, maps, charts, field books, written or printed material, and other documents in large sizes and to precise scale or magnification; loads anhydrous and aqueous ammonia and photographic chemicals into machines and mixes and uses testing reagents in quality testing; selects filters when necessary; adjusts lights and diaphragms, focuses and sets exposure timing devices on enlargers and process cameras; sets proper operating temperatures; inserts sensitized materials including panchromatic and orthochromatic very large sheet films and papers into automatic processors under varying light conditions including complete darkness, red and sodium safe light and room light;

Calculates changes in scales of enlargements or reductions and compensates for shrinkage or stretch of paper; matches, subdivides, consolidates, superimposes, and lays out material to be reproduced and selects proper type and weight of reproduction media; determines exposure and development times according to the type, clarity, and transparency of the original; sets exposure levels for originals by varying machine speeds or light levels depending on machines used; dodges, burns-in, and uses masks to vary exposure levels across the face of a print to compensate for defects in originals or to obtain special effects; retouches intermediates and negatives by spotting, opaquing, and reducing; strips up and prepares negatives for plate making; uses screens for ghosting and preparation of continuous tone material.

Loads exposed microfilm into automatic processor in complete darkness; threads processed film onto take-up reel; inspects processed film; cleans and splices microfilm; in microfilming may perform methylene

blue thiosulfate residual testing, densitometric testing, and resolution target evaluation through a microscope; loads processed microfilm on to 35mm mounter or 16mm microfiche jacketer; operates high-speed, automated diazo roll-to-roll, fiche, and aperture card microfilm duplicators; may operate computer-output microfilm recorders and computer input microfilm scanners; may develop film manually, using chemical developers, stabilizers and fixers; maintains equipment by lubricating machinery, cleaning chemical tanks and making minor repairs and adjustments;

Logs in work to facility, examines work or job control tickets for nature of work to be performed, assigns work to proper customer system or cost center and proper camera or printer, and prepares work control sheets ("shoot lists"); prepares, sorts, checks, and trims prints in conformity with job orders; may determine priorities of requested work and advise as to the best method of reproduction; may operate duplicators and office copier equipment and diagnose malfunctions; keeps routine records of work done; may order supplies; may direct the work of clerical employees in the operation of copying equipment and small diazo and direct contact copying machines; inputs data to photoreproduction cost system, runs monthly reports from the system and performs daily, weekly, monthly and year-end backups and procedures; and may occasionally be assigned other duties for training purpose or to meet technological changes or emergencies.

Qualifications : A good knowledge of materials, chemicals, processes, and techniques used in microfilming and in reproducing maps, plans, and other documents on industrial capacity diazo and electrostatic printers, process cameras, enlargers, vacuum frames and automatic processors using silver halide materials; a good knowledge of chemistry and processes used in developing light sensitive materials, particularly silver halide and diazo materials; a good knowledge of types of sensitized papers, proper exposure periods, and machine adjustments in a variety of photoreproduction work; a good knowledge of shop safety practices; a working knowledge of basic photography including lenses, films, filters and exposures; a working knowledge of basic operations and maintenance requirements for various types of reprographic and micrographic equipment; a working knowledge of engineering terminology as applied to maps and drawings; a general knowledge of City personnel rules, policies and procedures;

Skill in loading rolls of microfilm onto spindles and threading microfilm past rollers in camras, duplicators, and processors; skill in mounting 35mm microfilm images onto aperture cards and 16 mm film into microfiche jackets; skill in laying out work on a horizontal planetary table, vertical copy board, process camera, or vacuum frame; skill in manipulating 16mm, 35mm and microfiche while wearing protective gloves; skill in rapidly evaluating film density and resolution by eye and spotting gross defects in the inspection of processed film; skill in evaluating the requirements and problems of varying graphic and textual originals in microfilming and photoreproduction.

Ability to determine exposure times, calculate changes of scale, and operate and adjust large engineering electrostatic and diazo printers, process cameras, vacuum frames, sheet film processors, and microfilm cameras, processors, duplicators and related equipment; ability to understand and follow written and oral instructions; ability to make basic arithmetical computations;

the ability to communicate orally in a clear and effective manner; and the ability to deal tactfully and effectively with others.

Ability to work under Red A and monochromatic sodium yellow safelight; ability to work in total dark; ability to concentrate on brightly lit screen with film frames moving across it in the inspection of microfilm; ability to work under conditions of high humidity and heat in a closed room; ability to work in an atmosphere laden with ammonia up to the NIOSH limit for 8-hour exposure (currently 50 ppm weighted 8-hour average); ability to work effectively in a full coverage face respirator while handling and pouring concentrated aqueous ammonia; ability to work with common photographic chemicals (hydroquinone, sodium thiosulfate, acetic acid, etc.) ability to work in a standing position for long periods of time; ability to handle large sheets and rolls of film and paper without assistance.

One year of full time paid experience in the operation of Whiteprinters (Diazo), Process Cameras and other devices using lens systems for reducing or enlarging, microfilm cameras, processors, duplicators, or related equipment in a micrographics or reprographics facility is required for Reprographics Operator.

Physical Requirements : Ability to lift rolls and packages of paper 25 pounds and occasionally over 50 pounds, and good eyesight for evaluating resolution, scale, and density/exposure, or similar work.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code the specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties of any position may be.