

PHOTO LABORATORY TECHNICIAN I

NATURE AND VARIETY OF WORK

This is entry level technical work in the processing and developing of film in a dark room setting. Work of this class involves providing photographic services designed to meet the needs of the department to which assigned. An incumbent assigned to this class sets up and operates a variety of darkroom equipment, such as, copy cameras, black and white processors, printers, enlargers, film analyzers, densitometers, and reproduction equipment. Work is subject to close supervision by a Supervisor-Photo Laboratory and work is evaluated through analysis of output and finished product.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine less complex processing and developing assignments.

Processes black and white roll and shut films using manual methods.

Set up and operate darkroom equipment.

Assists in performing preventive maintenance checks on assigned equipment.

Assists in maintaining records and files of incoming and completed workloads and photographic equipment taken to camera repair shop.

Participates in performing physical inventory of photographic materials maintained in the shop and informs supervisor when supplies are in short demand.

Assists in compiling statistical data for incorporation into management reports.

Numbers/stamps finished photographs for identification purposes to be used for future retrieval.

Assists in preparing display material and charts for classes, meetings, police seminars, and court presentations.

Assists in mixing and maintaining proper concentration of chemicals for developing film and processing prints.

Maintains liaison with requesting agencies general public, vendors, and other agencies.

Distribute film and related supplies as needed.

Assists in processing color film using mechanized methods and techniques.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the processes, technique and equipment used in processing and developing black and white film.

Knowledge of the processes, technique's and equipment used in processing and developing color film.

Working knowledge of the mixing of chemicals used in processing and preserving film.

Ability to process and develop black and white film using manual methods and assist higher level technicians in processing color film using mechanized methods and techniques.

Ability to operate and maintain various types of darkroom equipment.

Ability to file and catalogue work and maintain records of materials and supplies used.

Ability to understand and follow oral and written instruction.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent GED plus experience in photographic processing and darkroom work in both black and white and color films. An equivalent combination of education, training and experience will be considered.

REVISED: 3/76

REVISED: 10/88