POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105740

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20005603

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Printing Machine Supervisor	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location & work hours subject to change

JOB CODE TITLE
Printing Machine Supervisor

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Oversees printing operations of State Printing's main center &/or satellite copy center: develops & monitors production schedule; establishes job priorities; monitors quality standards; maintains inventory levels & ensures delivery of printed material; assigns unit work order numbers; reviews printing orders for completeness; cross checks finished work & input information into tracking system; supervises & trains printing machine operators (e.g., assists in development of work rules; evaluates performance, recommends discipline, approves leave & employee time cards); coordinates, monitors & evaluates training of staff in daily operation of high-speed xerographic duplicators, front end software & variety of bindery equipment to produce high quality, close registration printed material; lifts, pushes, pulls or otherwise moves up to 50 lbs of paper products or equipment; contributes to & participates in periodic customer & user group training events.	Knowledge of (1) print shop operations; (2) graphic communication technology; (3) printing equipment safety procedures; (4) supervisory principles/ techniques; (5) employee training & development; (6) inventory control; (7) public relations. Skill in (8) operation of offset or letterpress printing machines & peripheral printing equipment (e.g., duplicator, folders, plate makers, binders, cutters, collators); (9) operation of personal computer & associated hardware /software (e.g., MS Office Suite). Ability to (10) carry out assigned tasks within noisy environment; (11) understand mechanical procedures; (12) work within deadline; (13) answer routine telephone inquiries from public; (14) demonstrate dexterity to use arms, hands & fingers skillfully; (15) lift, push, pull or otherwise move up to 50 lbs.
5	Meets with agency representatives from all state agencies to answer inquires regarding production, problem solving, scheduling of services & preparation of printing specifications.	Knowledge of 1, 2, 7 Ability to 11, 12
20	Works with front end software for transmitting electronic files to printers connected to network: prepares PDF files with Adobe software; operates personal computer & utilizes software (e.g., MS Office Suite, PageMaker, Quark Xpress, Corel, Freehand, Adobe CS & Avanti) in digital printing; operates related printing & bindery equipment (e.g., paper folders, drill, joggers, staplers, stitchers & shrinkwrappers) to complete production requests; ensure all hardware is maintained to highest operational & safety standards	Knowledge of 1, 2, 3 Skill in 9, (16) PageMaker, Quark Xpress, Corel, Freehand & Avanti*. Ability to 10,11,12,13,14,15 *developed after employment

JOB CODE 52735

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization	Jeffrey Westhoven/cc	12/19/12

Appl 12.20.12 (cc)