100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
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 ☒

USUAL WORKING TITLE OF POSITION: Printing Machine Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005580 Administrative Officer 2

☒ 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 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; may lift, push, pull or otherwise move up to 50 lbs of paper products or equipment; assigns unit work order numbers; reviews printing orders for completeness; cross checks finished work & inputs 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; 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 nosey 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) PageMakeer, Quark Xpress, Corel, Freehand & Avanti*. Ability to 10,11,12,13,14,15
	This position is overtime exempt	*developed after employment

JOB CODE 52735

List Position Numbers & Job Titles of Positions Directly Supervised:

20005590 College Intern	20005606 Printing Machine Operator
20005591 College Intern	20005607 Printing Machine Operator
20005593 Printing Machine Operator	20005609 Printing Machine Operator
20005595 Printing Machine Operator	20005611 Printing Machine Operator
20005598 College Intern	20077158 Printing Machine Operator
20005599 Printing Machine Operator	20077159 Printing Machine Operator
20005602 Electronic Design Coordinator	

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Jeffrey Westhoven/ce	9/30/10

Appl 10.18.10 ce