

PRINTING UNIT SUPERVISOR I

This is supervisory work in the operation of a small printing unit usually producing the less complex printed materials and limited in the size of its staff and capabilities.

Employees plan, coordinate, and supervise all activities of a small print shop and serve as an assistant supervisor in one of the larger print shops. Duties include scheduling work, requisitioning and maintaining supplies, maintaining equipment, and occasional simple form composition. Employees are also responsible for the supervision and training of subordinate personnel in the operation of multilith and related printing equipment. Work is performed independently under general supervision and is evaluated for form legibility independently under general supervision and is evaluated for form legibility and the efficiency of operations. Work may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning- Employees are responsible for reviewing incoming job requests, establishing priorities and establishing goals within a short time frame. Job orders are usually completed within one to thirty days. Assistant supervisors set deadlines within established time frames.

Organizing and Directing- Employees assign new printing requests based on the workload and capability of a limited number of subordinates. In addition, employees may adjust priorities and adjust workloads as needed. Assistant supervisors adjust work schedules to maintain balanced workloads.

Budgeting- Employees compile data and project and justify yearly budgets. In addition, employees prepare justifications for major equipment and supply purchases. Employees keep records on inks, paper, and other printing supplies for printing and reorders as required. Assistant supervisors operate within assigned budget and provide some input to the yearly budgeting process.

Training- Employees provide on-the-job training to subordinates in the operation, adjustment, and minor maintenance of printing equipment. Employees instruct subordinates in the use of colors, when applicable, and other printing techniques.

Setting Work Standards- Employees set unit standards for quality of work and production levels. Assistant supervisors explain and apply established policies and procedures.

Reviewing Work- Employees review work for compliance with instructions and for neatness, spacing, and clarity of reproduction.

Counseling and Disciplining- Employees resolve informal grievances and minor disciplinary problems. More severe cases are forwarded to their immediate supervisor for resolution.

Performing Other Personnel Functions- Employees interview potential candidates for employment and provide recommendations to their supervisor. In addition, employees evaluate performance on a regular basis, review leave requests, and recommend merit increases when applicable.

II. SCOPE AND NATURE OF WORK:

Dynamics of Work Supervised- Work is usually stable and routine with occasional shifts in methodologies to meet customer demands.

Variety of Work Supervised- Employees usually supervise two or three closely related areas of work. Assistant supervisors usually supervise one area of the printing operation.

Number of Employees Responsible For- Less than five. Assistant supervisors usually are responsible for five or more employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees work independently under general supervision and are evaluated for quality of work produced and efficiency of operation. Assistant supervisors function independently but may receive technical direction on the more complex projects.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations- N/A

Fluctuating Work Force- N/A

Physical Dispersion of Employees- N/A

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities- Considerable knowledge of and skill in the operation, adjustment, and maintenance of multilith and related printing equipment. Considerable knowledge of the various kinds of paper, ink, and chemicals used in printing work. Ability to plan, organize, and supervise the work of subordinates in performing printing and related functions. Ability to estimate operating needs. Ability to establish and maintain effective working relationships.

Minimum Education and Experience- Graduation from high school and four years experience in the operation of an offset press and related equipment including one year as lead worker; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.