



Printshop Production Supervisor

Category: Classified
Pay Grade: C22
Job Code: 18660

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly skilled supervisory work in the operation of a wide variety of printing, bindery, and photographic related equipment; supervises the production of quality printed materials for public and private use and for the efficient production of photographic plates that may be required in the printshop process; supervises and participates in the accurate and efficient operation of a print and reproduction shop and the adjustment and servicing of printing and binding equipment; reviews proposed printshop work orders to estimate printing time and costs involved, determining the most efficient method of printing and discussing types of printing and materials available with representatives from requesting departments; assists and trains assigned personnel in the safe and efficient operation of equipment and the responsibility for the efficient and timely processing of work orders and reproduction requests submitted to the printshop; reviews finished work for proper volume, neatness, and clarity; orders and maintains adequate levels of supplies and materials; maintains activity records of the shops' operations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises printshop production operations, schedules daily work of technical personnel, releases information on work orders as necessary, and processes priority incoming work orders;
- Performs printshop photographic functions which include but are not limited to camera operations, processing of film negatives, plate making, etc.;
- Sets up, adjusts, and operates various equipment to include presses, bindery machines, duplicators, copiers, collators, engravers, power paper cutters, and drills, as well as other peripheral equipment;
- Trains and assists other employees in the operation of various equipment and conducts quarterly and annual performance reviews;
- Maintains proper inventory of all supplies, prepares and mixes inks and chemical solutions, and cleans, repairs, and maintains the various equipment;
- Processes completed work orders for accounting purposes;
- Consults with user departments on work to be performed, stock inks, and layouts;
- Opens and unlocks building;
- Processes leave requests and timecards;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of experience in the operation and maintenance of commercial, high volume printing, and photographic equipment plus one (1) year of supervisory experience; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the processes, methods, and equipment used in the printing and bindery trade;
- Knowledge of qualities, grades, and uses of paper and inks;
- Knowledge of file management, inventory control, scheduling, and photographic process as applicable to printing field;
- Knowledge of process photography;
- Ability to prepare materials for photographing;
- Ability to plan, assign, and train subordinate staff;
- Ability to maintain a rigid production schedule.

PHYSICAL/MENTAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.