

## **PRINTING SERVICES SUPERVISOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Printing Services Supervisor is responsible for supervising Digital Print Operators and participating in the day-to-day work activities within the Mail and Print Services Division. This class is responsible for maintaining and operating medium-sized offset presses, high volume copiers, and a large variety of bindery equipment. In addition, employees in this class must have an understanding in using a personal computer (PC) to operate computer to plate (CTP), digital copiers, and maintain files relating to the duplicating work performed. Supervisory duties include: giving and receiving instructions; logging in, prioritizing, and delegating jobs that come in on a daily basis; contacting outside vendors to service equipment; obtaining bids from outside vendors to handle large-scale projects; taking inventory for supplies; ensuring safety guidelines are adhered to; handling problem resolution; and providing training as needed. In addition, this class performs related duties as required.

**Distinguishing Features:** A Printing Services Supervisor must use caution when working with toxic chemicals and when operating the related equipment. This position may be stressful at times when meeting department deadlines and initiative is required to complete assigned projects on time. The Printing Services Supervisor performs all of the duties of the Digital Print Operator class; however, is distinguished from this classification by supervisory responsibilities. This class is supervised by the Mail, Print, and Graphics Services Administrator who reviews work through conferences and the evaluation of completed work assignments. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Minimum Qualification(s) Required.** Any combination of training, education, and experience equivalent to considerable (3 - 5 years) experience in the operation of offset duplicating, copying, and/or bindery equipment. Experience working on computers.

**Special Requirement(s).** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification(s).** Graduation from high school or GED preferred. Some (6 months - 1 year) experience in a supervisory or lead capacity is highly desirable.

### **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with management, other City employees, coworkers, and vendors in order to follow instructions, effectively complete work assignments, and establish and maintain effective working relationships. Instructs and trains others on-the-job regarding the production of printed material. Reports special problems to the Mail, Print, and Graphics Services Administrator. Prepares written documents with clearly organized thoughts and/or using the proper sentence structure, punctuation, and grammar in order to communicate with vendors, contracted personnel, coworkers, and management. Maintain database to track workflow and printing job charges.

**Manual/Physical:** Reviews the work products of staff to ensure compliance with standard operating procedures, state regulations, and safety, fire, and Occupational Safety and Health Association (OSHA) regulations. Operates, monitors, and maintains medium-size AB Dick Presses (9840 and 9910) and an assortment of high volume black/white and color copiers in order to produce a variety of forms, reports, letters, pamphlets, booklets, and bulletins. Operates and monitors a CTP maker, binding equipment (i.e., GBC, Velo-Bind, etc.), punching, cutting, collating, stitching, drilling, padding, perforating, and folding machines, and labeling equipment. Completes minor repairs and maintenance on copy machines and press and bindery equipment. Uses common hand tools in performing minor maintenance and repair work on printing and binding equipment. Correctly chooses the paper and ink colors requested by the user department for printing jobs. Maintains records of work performed. Communicate with vendors to maintain physical inventories of printing supplies, chemicals, and paper stock. Moves paper cases weighing up to 50 pounds for distances of up to 40 feet. Works with cleaning fluids and printing, graphics, and copy machine chemicals. Cleans work area and equipment.

**Mental:** Provides supervision over Digital Print Operators. Plans, organizes, prioritizes, assigns, directs, and evaluates the work of the pressroom area. Prioritizes and assigns work to personnel and prioritizes own work. Resolves day-to-day work-related, operational, and personnel-related work problems. Performs mathematical calculations regarding costs of producing print shop work. Provides input for the division budget in terms of pressroom area needs. Estimates labor and/or material costs from job requests. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training.

**Knowledge and Abilities:**

Knowledge of:

supervisory, evaluation, training, and selection methods and practices;  
the printing and bindery assignments associated with a printing shop; and  
supervisory principles and practices.

Ability to:

assign, supervise, and evaluate the work of Digital Print Operators;  
operate and maintain medium-sized offset presses and a large copier in order to produce a wide variety of forms, reports, letters, pamphlets, booklets, and bulletins;  
operate a PC, CTP, binding equipment, punching, cutting, collating, stapling, drilling, padding, folding machines, and labeling equipment;  
maintain records of work performed;  
work under pressure to produce quality work and meet committed deadlines; and  
establish and maintain effective working relationships with management, other City employees, coworkers, and vendors.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TO/vl

CS4087.DOCX

EEO-S/C

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 42

Security-No

CDL-No

IND-9410

SWORN-No