

DESCRIPTION: Under general supervision, supervises a shift or group of skilled employees who perform one or more phases of the graphics, printing, or finishing process in the print shop; oversees a wide variety of sophisticated equipment such as presses, collators, cutters, folders, inserters and mail machines; trains others to run equipment; ensures quality, output and safety standards are met; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The Print Shop Supervisor class is the first in the two level supervisory/managerial print shop series (Supervisor, Manager). The Print Shop Supervisor class serves as a working supervisor over a minimum of 3 or more staff, and is responsible for daily shift operations in addition to quality and output of work. The Print Shop Manager class is a single position located within Administrative Services. The Print Shop Manager class is distinguished from the Print Shop Supervisor class by responsibility for the entire print shop and copy services operations with a greater scope that extends beyond shift responsibilities.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Performs highly complicated graphics, press, or finishing work; operates a variety of printing and copying equipment such as printing presses, copiers, binders, cutters, collators, sorters, inserters and mail machines.

Trains subordinates in graphics, press work, or finish work; provides technical expertise to others.

Responsible for the quality and output of the subordinates supervised.

Reviews and assigns incoming work orders to machines and employees; evaluates the performance of subordinates

Instructs subordinates in the details of completing difficult assignments.

Monitors the condition of equipment; orders supplies and equipment repair parts.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are required to perform the work assigned.)

Knowledge of: techniques used in at least one of the printing trades; printing processes.

Skill in: at least one of the printing trades preferably press operation, graphics, or finish work.

Ability to: supervise less skilled employees; train less skilled employees; evaluate the condition of equipment and recommend the best method of correcting equipment problems; make minor repairs; assist in maintaining a smooth flow of work through the Print Shop.

V86311 – PRINT SHOP SUPERVISOR (continued)

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Two years training and/or experience with the printing trade including operating a variety of printing and copying machinery such as printing presses, copiers, binders, cutters, collators, sorters, inserters and mail machines and experience leading or supervising others.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).