

PRINTSHOP PRODUCTION SUPERVISOR

Job Code	Pay Grade
18660	CL14

Nature of Work

This is highly skilled supervisory work in the operation of a wide variety of printing, bindery and photographic related equipment. Employees in this class are responsible for supervising 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. Duties include supervising and participating in the accurate and efficient operation of a print and reproduction shop and the adjustment and servicing of printing and binding equipment. Work also involves reviewing 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. Work includes assisting and training 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. Employees in this class review finished work for proper volume, neatness, and clarity; they order and maintain adequate levels of supplies and materials; and they maintain activity records of the shops' operations.

Minimum Qualification Requirements

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

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises printshop production operations and schedules daily work of technical personnel; releases information on work orders as necessary, 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 equipments 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; 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.
- Performs related work as assigned or required.

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.

PRINTSHOP PRODUCTION SUPERVISOR (continued)

Job Code	Pay Grade
18660	CL14

Knowledge, Skills, and Abilities (continued)

- 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

For official use only

Revised	EEOC Code	Overtime Code
11/15	Skilled Craftsmen	Classified/Excluded