



## GRAPHIC SERVICES EQUIPMENT OPERATOR SUPERVISOR

Job Code: 157GS  
Bargaining Unit: 01  
Effective: 7/1/2006

### Description of Work

#### General Statement of Duties

Supervises the day-to-day work of graphic services equipment operators and performs skilled graphic services machine operations work; and performs related duties as required.

#### Supervision Received

Works under the general supervision of the unit or division head.

#### Supervision Exercised

Exercises close technical and administrative supervision directly over graphic services equipment operators.

### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Operates and supervises the operation of graphic services equipment including various off-set duplicating and copying machines, photostat plate maker and electrostatic copiers, four and two color presses and other related equipment.

Operates and supervises the operation of peripheral equipment including paper drill, cutters, stitcher, binding machines, power paper punch, collator and other related equipment.

Operates and supervises the operation of addressing and mailing equipment; coordinates the completion of mailing projects to meet district delivery truck deadlines or coordinates delivery of bulk-mail to the post office if necessary.

Assists graphic services equipment operators in diagnosing malfunctions and adjusting machines.

Confers with other department staff and graphic services clients regarding printing requirements, costs application methods, scheduling and related topics.

Assists the department supervisor with establishing work project timelines; determines day-to-day priorities, schedules and assigns the work of graphic services equipment operators; reprioritizes work as necessary or requested.

Makes recommendations regarding the purchasing of services from outside vendors; works with selected vendors to ensure a satisfactory work product.

Performs graphic layout of hard copy.

Monitors work projects to ensure that quality and format standards are followed.

Reviews and maintains records of work completed.

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### **Typical Duties Performed (continued)**

Contacts vendors for price quotes; monitors paper and printing supplies inventory and requisitions when necessary; orders equipment parts; maintains records of budget dollars spent.

Supervises the day-to-day work of graphic services equipment operators; trains and instructs new employees; evaluates performance for review by department supervisor; participates in the hiring and coaching of employees.

Monitors work safety practices; ensures that the appropriate safety measures are taken and safety equipment is used when necessary.

Monitor graphic services equipment maintenance; contacts vendors for service.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of the the use of digitla technology as it relates to the graphics industry.

Considerable knowledge of copyright laws and restrictions.

Considerable knowledge of United States Postal Service rules, regulations and rates.

Working knowledge of Board policies and district procedures.

Working knowledge of supervisory techniques.

Considerable skill in the operation and maintenance of graphic services equipment including printing, duplicating mailing and peripheral equipment.

Considerable skill in producing high quality graphics services materials.

Ability to determine priorities, organize and assign work.

Ability to interact effectively with clients and vendors representing a diversity of ethnic and cultural backgrounds.

Ability to adjust and maintain graphic services equipment.

Ability to lift and move duplicating supplies.

### **Minimum Qualifications**

High school diploma and four years of experience operating graphic services equipment or an equivalent combination of education and experience.