

**PRODUCTION SUPERVISOR****NATURE OF WORK**

This is supervisory and technical work in the operation of a photo duplicating and bindery section of a centralized printing service.

The employee of this class is responsible for organizing, planning and participating in the activities of the Section. Work includes supervising subordinates engaged in the operation of photo duplicating and bindery equipment, preparing vacation and overtime schedules and ensuring that equipment is maintained in good working order. General supervision is received from a technical and/or administrative superior and is reviewed through discussion, observation of schedules maintained and the absence or presence of complaints.

**ILLUSTRATIVE EXAMPLES OF WORK**

Receives a wide variety of materials for photo duplicating and bindery work; supervises subordinate staff involved in the operation of computerized photo duplicating systems, photocopiers, collators, bindery equipment, stitchers, cutters, shredders, folding machines, drills and other auxiliary units; assigns work priorities; provides training; approves proof copies and the set up of book bindings; ensures that deadlines are met; reviews work for quality standards conformance; handles problems referred by subordinate employees.

Reviews printing requisitions/invoices to ensure that all materials and labour for photocopying and binding are recorded for job costing.

Prepares overtime requests and annual vacation schedules for subordinate staff and submits recommendation to superior for approval; determines the need for overtime required and co-ordinates overtime schedules; reviews performance of subordinate staff and participates in the recommendation of confirmations, promotions and terminations.

Maintains an overview of inventory levels of photo duplicating and bindery materials; refers shortages to a superior.

Ensures that equipment is maintained in good working order; co-ordinates the maintenance of equipment, such as cleaning, oiling, adjustments and minor repairs.

Reviews the methods and procedures followed within the Section for efficiency and safety; recommends revisions to a superior.

Operates photo duplicating and bindery equipment to meet production requirements, as required.

Performs related work as required.

## **REQUIREMENTS OF WORK**

Considerable experience in bindery operations, including supervisory experience; graduation from high school supplemented by completion of training course in photocopying and bindery systems; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the tools, equipment, materials, methods and practices of photo duplicating systems and bindery operations.

Considerable knowledge of the functions, operation and basic maintenance requirements of photo duplicating and related equipment.

Knowledge of the hazards and safety precautions of the photo duplicating and bindery areas.

Ability to use independent judgement in making decisions.

Ability to supervise a small to medium sized unit performing technical functions.

Ability to train subordinates in the operation of photo duplicating and bindery equipment.

Ability to adapt to unusual and pressure situations.

Ability to understand and effectively implement oral and written instructions.

Ability to operate and perform minor repairs on photo duplicating and bindery equipment.

Ability to effectively communicate and to establish and maintain good relations with faculty and staff.

Skill in the operation and care of photo duplicating and bindery equipment.

**2723**

**1988.01.11**

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