

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PSCB: 6267
Pay Grade: D11

FLSA: Non-Exempt

CENTRAL PRINTING SERVICES FOREMAN

MAJOR FUNCTION:

Performs advanced technical and supervisory work in the overall operation of Central Printing. Work involves training employees in technical skills and safety procedures, communicating with customers, maintaining quality production standards, overseeing equipment maintenance and inventory. Assigns, schedules, controls, and coordinates all layout, reproduction and bindery activities on a day-to-day basis, exercising judgment and decision-making under general direction.

DUTIES AND RESPONSIBILITIES:

- Supervises office, graphics, and print shop personnel.
- Prioritizes workload; schedules, assigns and coordinates work of Central Printing Services staff.
- Assists and advises customers on job orders; provides cost estimates and reviews requisitions for correct specifications.
- Responsible for inventory of paper, chemicals, plates, film, and machine parts.
- Prices paper and supplies and selects vendor. Prepares price list with specifications and quantities of items to be ordered.
- Oversees maintenance of printing and bindery equipment.
- Coordinates maintenance for copiers.
- Oversees the maintenance of work order files.
- Observes and enforces safety and security procedures and cleanliness of work areas.
- Approves vacation, personal time, and overtime.
- Trains print shop personnel; assists supervisor with interviewing, hiring, evaluation and discipline.
- May prepare reports or related paperwork.
- May assist printers or bindery operators if necessitated by workload or absences.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or vocational school, or possession of a GED, and five (5) years progressively responsible experience in offset press operations performing most of the duties stated above, plus one year's lead supervisory or coordination experience.

ISSUED: 10/79 SSN; REVISED: 1/87 MW; BOARD APPROVED: 2/11/87; REVISED:11/95 SV; BOARD APPROVED: 3/27/96; REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CENTRAL PRINTING SERVICES FOREMAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds					X
3. Lift objects weighing 51 to 100 pounds				X	
4. Lift objects weighing more than 100 pounds			X		
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds					X
7. Carry objects weighing 51 to 100 pounds				X	
8. Carry objects weighing 100 pounds or more			X		
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data	X				
21. Using a video display terminal	X				
22. Working in a normal office environment with few physical discomforts			X		
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Central Printing Services Foreman - NR