

Job Title: Foreman Print Shop

Wage/Hour Status: Hourly

Reports to: Manager

Pay Grade: 408

Dept/School: Print Shop

Date Revised: December 1, 2017

Primary Purpose

Perform duties as assigned by the Print Shop Manager to ensure the efficient operation of the Print Shop.

Qualifications

Education/Certification

High School Diploma/GED
Three years technical training in printing

Special Knowledge/Skills

- Proficient in English for proofreading
- Knowledge of printing equipment such as letterpress, offset presses, photo-typesetter, bindery, and photo-lithography equipment
- Strong organizational, communication, and interpersonal skills

Experience

Five (5) years supervisory experience

Major Responsibilities and Duties

1. Direct, instruct, coordinate, and inspect the work of Print Shop personnel.
2. Assist personnel requesting Print Shop services for effectively producing printed materials which meet the requirements of the district.
3. Assist in print shop job layouts to meet printing schedules established by the Print Shop Manager.
4. Instruct Print Shop personnel on methods and techniques to be used in job performance.
5. Proofread copies for errors.
6. Train employees in the use of printing equipment.
7. Set up machines and equipment such as presses, folders, drills, cutters, and binders.
8. Inform the Manager on matters concerned with inventory.
9. Receive deliveries and check incoming material against purchase orders.
10. Enforce safety procedures.
11. Perform emergency repair on Print Shop equipment.
12. Maintain the proper care and use of printing equipment.
13. Recommend the promotion or termination of subordinates to the Director; also reprimand subordinates.
14. Coordinate the purchase and ordering of shop supplies.
15. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel.

Equipment Used

Offset, letterpress, phototypesetter, desk-top publishing computer, Macintosh computer, proof press, trim saw, bindery, cutter, folder, and other printing equipment.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, frequent prolonged and irregular hours. Frequent standing, bending, reaching, climbing, heavy lifting, stooping, kneeling, repetitive hand motions. Must be able to lift up to 50 pounds. Exposure to hazardous chemicals. Work around equipment with constantly moving mechanical parts.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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