

## **LITHOGRAPHIC/PRESS SUPERVISOR**

### **NATURE OF WORK**

This is supervisory and technical work directing the production of lithographic, offset and printing materials in a centralized printing services operation.

Work involves responsibility for supervising subordinates engaged in lithographic processes and the operation of offset and printing presses. Technical and administrative responsibilities are assigned by a technical supervisor who provides policies and overall procedures, assigns priorities and deadlines, and evaluates results on the basis of timeliness and on the absence or presence of justifiable complaints from other sections and customers.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Plans, directs and supervises the work of subordinates engaged in various lithographic processes and offset and printing press operations.

Supervises and participates as necessary in making special layouts of reports, plate-making, press work and related printing operations.

Discusses job requirements with other departmental personnel to co-ordinate production and operating capabilities of other sections.

Inspects work in process and finished materials to see that quality and quantity standards are complied with.

Requisitions materials, supplies and equipment; schedules necessary repairs and service of machines; makes periodic inventory of supplies.

Ensures that records of cost, production and time worked are maintained and appropriate reports submitted.

Advises various University departments on printing problems.

Performs related work as required.

### **REQUIREMENTS OF WORK**

Considerable experience in technical printing work including supervisory experience; graduation from high school supplemented by the successful completion of an approved apprenticeship or training program in lithography and supplemented by completion of the University training program in press operations; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the principles, processes, methods and techniques of lithographic and printing press operations.

Considerable knowledge of the use and application of papers, inks, fluids and chemicals used in printing.

Considerable knowledge of departmental policies and regulations governing the processing of printing requisitions and the completion of orders.

Ability to direct and co-ordinate the lithographic and printing programs.

Ability to plan, assign and review the work of subordinates engaged in lithography and printing.

Ability to operate and maintain lithographic, offset and printing equipment.

Ability to establish and maintain effective working relationships with subordinate personnel, administrative staff and employees of other departments.

**2712**

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