

## **DUPLICATING SATELLITE SUPERVISOR**

### **NATURE OF WORK**

This is skilled work at the journeyman level in supervising the operation of a Duplicating Satellite and in operating and maintaining duplicating systems.

The employee of this class has overall responsibility for the production of a wide variety of printed materials for a Duplicating Satellite operation. Work involves the accurate and efficient operation, adjustment and maintaining of duplicating systems and includes assigning, instructing and participating in the work of a small group of technical staff engaged in operating a variety of duplicating equipment. Work is performed with a considerable degree of independence and is checked by periodic inspections and observations of the quality of services rendered.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Supervises and schedules all administrative and technical operations of a satellite duplicating service; discusses job requirements with various university departments and advises on problems related to duplicating and photocopying; estimates costs of producing a variety of printed items and determines most economical method.

Operates duplicating systems and related equipment in reproducing a variety of printed materials; adjusts equipment according to quality of originals and decides the thickness of paper; performs maintenance and minor repair to press and related equipment.

Assigns, supervises and participates in the work of a small number of technical subordinates engaged in operating duplicating equipment in the reproduction of a variety of typed, printed, stencilled or illustrative materials; trains subordinates in the operation of an offset press, duplicating equipment, office policies and procedures, and related clerical work; evaluates employee performance.

Inspects work in progress and reviews completed orders for compliance with instructions, quality standards, and job costing policies and procedures.

Supervises and participates in the costing of completed work; provides the necessary information for invoicing, prepares statistical data.

Requisitions materials, inks and chemicals; maintains inventory at appropriate levels; schedules necessary repair and service of machines.

Performs related work as required.

### **REQUIREMENTS OF WORK**

Experience as a journeyman in the operation and maintenance of duplicating systems equipment and preferably including some experience in the administrative aspects of processing printed materials; graduation from high school supplemented by the successful completion of an approved apprenticeship or training programme; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the operation and basic maintenance requirements of duplicating systems and related duplicating equipment.

Knowledge of office techniques and procedures.

Knowledge of the uses of paper, inks and other supplies used in duplicating, especially weights, types and uses of paper.

Knowledge of art copy preparation for photographic and duplicating requirements.

Knowledge of a variety of uses to which duplicating systems can be utilized and the various types of processes.

Some knowledge of departmental policies and regulations governing the processing of printed requisitions and the completion of orders.

Ability to assign and supervise the work of technical subordinates.

Ability to follow written and oral instructions.

Ability to produce high quality work.

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

Skill in the operation and care of offset presses and related equipment.

**2740**

**1993.02.27**

**Revised: 2004.01.05**