

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

MACHINES SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise either a high volume typesetting operation, or a unit of Microfilm/Scanning Machine Operators. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgement in selecting the proper courses of action. The work requires knowledge of the policies, procedures, and regulations used in the operation of a variety of manual or computerized typeset machines, or microfilm cameras.

There are two classifications in this job.

Position Code Title – Machines Supervisor-1

Machines Supervisor 8

The employee functions as a first-line supervisor either in the capacity of a shift supervisor or as a supervisor of a unit of Microfilm/Scanning Machine Operators.

Position Code Title – Machines Supervisor-2

Machines Supervisor 9

The employee functions as a second-line supervisor either directly supervising Printing Typesetters, or supervising a multi-shift microfilm operation through first-line supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Participates in the operation of a full range of equipment used in the work area.

Determines and maintains operating schedules and priorities.

Reviews and/or codes orders for billing and submits them for processing.

Works with employees of state agencies to provide technical assistance, determine job specifications, costs, and acceptable work deadlines.

Trains new employees in the operation and adjustment of machines and equipment.

Makes adjustments to equipment; may make minor repairs.

Ensures excellent customer service and promotes and reviews proper use of the unit's available services.

Inspects work for conformance with specifications and acceptable work standards.

Works with employees of state agencies to provide technical assistance, determine job specifications, costs, and acceptable work deadlines. This includes working on site with agencies for special projects when required.

Supervises preventive maintenance of typesetting machines and equipment.

Determines need for and requisitions equipment, supplies, and materials.

Estimates costs of services performed and maintains records of billings to state agencies.

Participates in work by performing the more difficult tasks.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the areas listed below is required at the 8 level and considerable knowledge is required at the 9 level.

Knowledge of control and scheduling processes required to maintain workflow.

Knowledge of employee policies, procedures, and regulations.

Knowledge of equal employment opportunity policies and procedures.

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Ability to plan, layout, and supervise the work of others.

Ability to make adjustments to equipment and make minor repairs.

Ability to understand and follow written and oral instructions.

Ability to maintain all appropriate records.

Additional Knowledge, Skills, and Abilities

Machines Supervisor 8

Ability to meet high production standards and maintain quality control.

Ability to train new employees in the operation and adjustment of machines.

Ability to plan and conduct in-service training program for employees.

Machines Supervisor 9

Ability to participate or direct typesetting work by performing the more difficult tasks.

Ability to make up copy for typesetting as to the type size, style, layout using knowledge of typesetting rules and logic, measures, command coding, formats, and type sizes.

Ability to determine pricing on microfilm job orders.

Ability to operate the most complex printing presses and machinery.

Working Conditions

Employees in this job work in a shop/warehouse environment; work with moving machinery and cutters; are exposed to toxic chemicals, paper dust, noise, heat, and dirt.

Physical Requirements

The job requires an employee to stand for long periods.

The job requires an employee to lift and move heavy loads.

Education

No specific amount is required.

Experience

Machines Supervisor 8

Three years of experience in the operation of printing presses and microfilm machines, printing typesetting, and related equipment.

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Machines Supervisor 9

Four years of experience in the operation of microfilm machines, printing typesetting, and related equipment, including one year equivalent to a Machines Supervisor 8.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MACHNESPV

Job Code Description

Machines Supervisor

Position Title

Machines Supervisor-1

Machines Supervisor-2

Position Code

MACHSPV1

MACHSPV2

Pay Schedule

NERE-063

NERE-065

ECP Group 3
Revised 2/9/07
TeamLeaders