

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

REPRODUCTION MACHINES SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise the operation of reproduction equipment.

Position Code Title - Reproduction Machines Spv-1

Reproduction Machines Supervisor 8

The employee serves as a first-line supervisor coordinating and directing the work of Reproduction Machine Operators and others.

Position Code Title - Reproduction Machines Spv-2

Reproduction Machines Supervisor 9

The employee either serves as a second-line supervisor in a standard work area with responsibility for directing subordinate Reproduction Machine Operators through lower-level supervisors or as a first-line supervisor in a complex work area.

Position Code Title - Reproduction Machines Spv-3

Reproduction Machines Supervisor 10

The employee serves as a second-line supervisor in a complex work area.

Position Code Title - Reproduction Machines Spv-4

Reproduction Machines Supervisor 11

The employee serves as a third-line supervisor in a complex work area.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

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.

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

Develops and maintains production schedules.

Operates, maintains, and repairs machines and equipment.

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

Inspects work for conformance with specifications.

Estimates costs of jobs for customers.

Oversees the ordering, receiving, storing and dispensing of production supplies.

Determines job specifications, job layout, production schedules; writes printing instructions for a full range of printed materials.

Oversees the assembly of materials into booklets, pamphlets, and brochures.

Determines the need for equipment repair or replacement.

Establishes equipment preventive maintenance program.

Performs any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 8 level and thorough knowledge is required at the 9-11 levels.

Knowledge of training and supervisory techniques, and employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of labor relations and applicable union contracts.

Knowledge of the types and uses of a full range of reproduction machines.

Knowledge of chemicals used in equipment operation and maintenance.

Knowledge of control and scheduling processes required to maintain workflow.

Knowledge of the various types and weights of paper and supplies used in the work and their characteristics, uses, and availability.

Knowledge of specialized printing methods and applicable techniques.

Skill in operating, adjusting, and repairing reproduction machines and equipment.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to instruct, evaluate, and supervise employees.

Ability to establish and maintain favorable customer and public relations.

Ability to communicate effectively.

Ability to maintain production and quality control.

Ability to make material, time, and cost estimates.

Ability to train and oversee the work of others.

Ability to monitor and evaluate performance to assess efficiency and effectiveness.

Working Conditions

Employees in this job work in a shop/warehouse environment.

Employees in this job work with equipment, moving machine parts, cutters, and are exposed to chemicals, paper dust, noise, heat, and dirt.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to lift and/or move heavy objects.

Education

Education typically acquired through completion of high school.

Experience

Reproduction Machines Supervisor 8

Three years of experience operating printers, including high-speed, high-volume, networked, digital, publishing printers, and related equipment equivalent to a Reproduction Machines Operator 7; or two years equivalent to a Reproduction Machines Operator 8.

Reproduction Machines Supervisor 9

Four years of experience operating printers, including high-speed, high-volume, networked, digital, publishing printers, and related equipment equivalent to a Reproduction Machines Operator 7; three years equivalent to a Reproduction Machines Operator 8; or one year equivalent to a Reproduction Machines Supervisor 8.

Reproduction Machines Supervisor 10

Five years of experience operating printers, including high-speed, high-volume, networked, digital, publishing printers, and related equipment including two years equivalent to a Reproduction Machines Supervisor 8; or one year equivalent to a Reproduction Machines Supervisor 9.

Reproduction Machines Supervisor 11

Six years of experience operating printers, including high-speed, high-volume, networked, digital, publishing printers, and related equipment including three years equivalent to a Reproduction Machines Supervisor 8, two years equivalent to a Reproduction Machines Supervisor 9, or one year equivalent to a Reproduction Machines Supervisor 10.

Alternate Education and Experience

Reproduction Machines Supervisor 8 - 11

An associate degree in the printing field, or completion of a full-range printing apprenticeship may be substituted for one year of required Reproduction Machines Operator experience.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

REPMACSPV

Job Code Description

REPRODUCTION MACHINES SUPERVISOR

Position Title

Reproduction Machines Spv-1

Reproduction Machines Spv-2

Position Code

REPRSPV1

REPRSPV2

Pay Schedule

NERE-063

NERE-065

Reproduction Machines Spv-3

REPRSPV3

NERE-068

Reproduction Machines Spv-4

REPRSPV4

NERE-071

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