

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Supervisor Pressroom

Effective Date: 10-01-82

Reports To: Vice President Administrative Services

Revision Date: 01-30-04

Position Code: SPRM

Pay Grade: C

Department: Printing Production

FLSA: Exempt

EEO Type: SK

ORP Elig: N

A. General Description:

The Supervisor Pressroom, a line position, is responsible for supervising the operation of the printing production. Reports directly to the Vice President Administrative Services.

B. Duties and Responsibilities:

a. Essential Functions

Supervises activities of printing production employees.

Operates large printing press, when required by quality level of production job.

Schedules production jobs for timely delivery.

Records incoming jobs and prepares work orders with specifications.

Estimates and maintains inventory to include supplies and materials.

Requisitions supplies and materials.

b. Other Responsibilities

Performs other related duties as assigned.

Establishes and enforces production schedules.

Directs employees concerning the machinery and processes to be used on various jobs.

Designates supplies and materials to be used to accomplish production.

C. Working Conditions:

Restricted: Sustained posture or intense attentiveness for prolonged periods. Light lifting (less than

30 lbs.), some walking, pushing, and pulling on a regular basis. Unpleasant Exposure Minor Hazard: Moderate exposure to dust, grease, noise, inclement weather, temperature extremes, and unpleasant but not hazardous odors. Occasional exposure to risk controlled by safety precautions. Frequency or severity is limited.

D. Required Qualifications:

Ability to deal with customers in a professional and positive manner.

Ability to deal with production employees under stress of deadlines.

Technical ability to perform or direct performance of light and preventative maintenance to printing machinery.

E. Minimum Requirements of Education and Experience:

High school diploma or equivalent.

Prefer certificate of completion in appropriate field from an accredited college.

Should have experience in the operation of various types of pressroom equipment.

Three years experience in offset operations (pre-press, offset, quick copy, and binding).

Approved _____
Supervisor