

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION  
CLASSIFICATION SPECIFICATION

**APPROVED**

I. REPRODUCTION SERVICES SUPERVISOR SERIES:

DEC 31 1987

Reproduction Services Supervisor

Department of Personnel  
Administration

II. SUMMARY OF SERIES:

Incumbents of positions in this series set up and operate several copying and imprinting machines; determine the type of equipment needed on production runs; inform agency personnel on matters such as deadlines; advise agency personnel and users on appropriate methods; inspect work; train new personnel and perform related work as required.

The basic purpose of this work is to provide duplicating, reproduction and imprinting services.

III. ORGANIZATIONAL LEVELS:

Reproduction Services Supervisor is a supervisory job.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Sets up and operates printing equipment such as offset presses, platemakers, plastic engravers and cameras; decides on the proper machinery, stationery, ink and chemicals in order to duplicate, reproduce and imprint material.
2. Develops and implements printing procedures including setting job priorities in order to meet increased production schedules.
3. Provides technical assistance by advising appropriate agency personnel on such matters as output deadlines, priorities, feasibility of requests, the most efficient methods for printing a job and by advising users on the best layout, paper and production method to be used for printing jobs.
4. Inspects the assigned work for accuracy and overall quality.
5. Trains new personnel in assigned unit functions.
6. Performs related duties such as assigning dates for completion of work; contacting vendors regarding the purchase and repair of equipment; requisitioning and receiving all supplies and materials for printing and related work; maintaining records of completed work and materials used; and operating auxiliary equipment such as paper cutters, collators, etc.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

None.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with department and other agency personnel.

VII. SUPERVISION RECEIVED:

Incumbents of positions at this level receive general supervision from employees of higher grade who review performance for effectiveness and conformance with instructions.

VIII. SUPERVISION EXERCISED:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 1-10 personnel engaged in printing or reproduction operations.

IX. WORKING CONDITIONS:

Reproduction Services Supervisors may work under exposure to the hazards associated with chemicals, including skin and eye irritation; may operate potentially hazardous equipment and noisy machinery; may stand for extended periods of time; and may lift and carry heavy objects.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the types and uses of materials and supplies used in printing, photocopying, duplicating and microfilming.
2. Knowledge of the methods and techniques used in adjusting printing equipment.
3. Knowledge of the types and uses of equipment used in printing such as presses, engravers, paper cutters, etc.
4. Knowledge of the safety practices and procedures followed in the operation of printing, photocopying and other reproduction equipment.
5. Knowledge of the terminology, codes and standard abbreviations used in connection with printing, photocopying, duplicating and microfilming.
6. Skill in operating reproduction equipment such as offset duplicating machines, photocopying machines, microfilmers, etc.
7. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, assessing the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

8. Ability to understand, apply and explain the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
9. Ability to give oral instructions in a precise, understandable manner.
10. Ability to maintain accurate records.
11. Ability to establish and maintain harmonious working relationships with others.
12. Ability to stand for prolonged periods of time.
13. Ability to lift and carry heavy objects.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the principles, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Knowledge of the principles, practices and techniques of supervision.
3. Knowledge of the types and uses of agency forms.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in the operation of printing equipment, the major duties of which included operating offset duplicating machines, plate makers and related printing equipment, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. Successfully completed education at the high school level or higher at a recognized trade, technical or vocational school with a major in printing or graphic arts may be substituted for a maximum of one year of the required experience.

XIII. SPECIAL REQUIREMENTS:

None.

Occupational Group 16

Revised 8/87

