

Job Description
Missouri State Highway Patrol

Class Title: Duplicating Equipment Operator Supervisor

Title Code: V00108

Effective Date: 01/01/88

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Supply Manager II

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is technical and supervisory work in the operation and maintenance of offset presses and related equipment in duplicating a variety of printing material. General supervision is exercised by a superior who checks work upon completion to ensure suitability of reproductions and conformance with work orders; however, the employee is expected to operate independently in all areas involving technical competence.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Schedules, plans, directs and supervises the work of subordinates in the operation of offset presses, plate making, and related equipment and in the assembling, stapling and binding of the finished product.

Operates collators, folders, hole punchers, paper cutters and related equipment.

Supervises the setting up of offset presses, insertion of plates, adjustment of margins and the controlling of pressures between rollers and plate on standard offset presses.

Prepares metal or paper plates on a manual plate maker for duplicating purposes.

Maintains various records and files (e.g., work orders, inventory, time records, etc.).

Cleans equipment and makes minor repairs as required.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the various kinds of paper, inks and chemicals used in duplicating work.

Thorough knowledge of the operation, adjustment and maintenance of offset presses and other duplicating equipment.

Some knowledge of the basic principles and techniques of supervision.

Some knowledge of working with computerized bar coding systems.

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Considerable knowledge of modern office practices, methods and equipment.

Possess physical strength to permit the lifting, moving and/or carrying of objects weighing at least 80 pounds.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to operate collators, folders, hole punchers, paper cutters, and related equipment.

Ability to establish and maintain harmonious working relations with others.

Ability to work independently with general supervision.

Ability to maintain duplicating equipment in good working order and to make normal repairs and adjustments.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to follow oral and written instructions.

Ability to exercise judgment and discretion.

Ability to prioritize and organize work effectively.

Ability to make estimates of time and materials required for the completion of a work order.

Ability to maintain records and files.

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

Must be able to work long hours while standing.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written materials, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

High school graduate or possess a GED and at least two years experience as a Duplicating Equipment Operator III or comparable experience.