

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Printing Trades Supervisor I	DBFS/Office of Business Services and Security/Repro	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Reprographics Supervisor I	702-035-1515-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

This is a working Supervisory position. Under the supervision of a Printing Trades Supervisor II (PTS II), the incumbent is the first line supervisor in charge of the Reprographics shop. The incumbent will be required to plan, direct, coordinate and supervise employees. Will maintain inventory, purchase supplies and equipment adhering to regulations, write service contracts, approve payments, and prepare production records and reports. The incumbent will handle first level review of personnel issues. The incumbent will be responsible for managing multiple deadlines and prioritizing heavy workloads.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Incumbent manages and is responsible for the Reprographics shop. Assigns work to employees and advises on work methods to assure a smooth workflow and meet deadlines. Checks quality and production. Plans and carries out training programs for the personnel. Provides on-the-job training. Evaluates employee performance and provides Individual Development Plans. Recommends and takes appropriate action on disciplinary or grievance issues.
20% E	Coordinates the work of the Reprographics shop with other divisions, departments and agencies. Advises divisions on matters relating to the Reprographics services that are available. Acts as consultant and gives advice on unusual or difficult technical problems in connection with Reprographics work.
15% E	Tests and makes recommendations on materials used in-house. Takes inventory, orders matter, supplies and equipment. Researches, advises and prepares purchase orders. Obtains bids for commodities, prepares service contract requests and administers contracts. Requests service from vendors, and prepares documents for payment.
15% E	Works with the PTS II in load balancing, networking problems, and solutions. Works with Information Technology for networking concerns. Works with vendors in the use of new technology programs to upgrade processes.
5% E	Administers safety rules and regulations. Inspects workstations and enforces safety policies. Disposal of hazardous waste material. Organizes and manages safety meetings. Responsible for maintaining a clean and safe work environment.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

All Rank & File classifications assigned to the Reprographics shop.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of computers and software. Extensive knowledge of modern Reprographic processes and production methods; paper, ink and other materials required to produce finished products; cost estimating and job scheduling techniques; principles of effective job layout and production. Deal with employees and customers using effective communication skills and positive customer relations skills. Ability to manage multiple assignments and prioritize heavy workloads. The incumbent must demonstrate the ability to follow oral and written direction, and meet deadlines. Ability to analyze various reports generated in the Reprographics field. Provide various written reports. Provide input for annual budget. Read and write English at a level required for successful job performance.

ADA Notice

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be able to prioritize jobs with conflicting schedules. Printing schedule deadlines must be met, due to bid closing on projects. Poor judgment could result in lower standard quality and jobs have to be reran causing important deadlines to be missed, thus causing increased cost or the possibility of losing Federal funds.

PUBLIC AND INTERNAL CONTACTS

Person to person and phone contact with vendors, division chiefs, clientele, supervisors and other state agency representatives. The incumbent must conduct him/herself in a courteous professional manner at all times.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Demonstrate honesty, loyalty, empathy, confidentiality and tact when interacting with supervisors, peers and staff. The incumbent must conduct him/herself in a courteous professional manner at all times. Have the ability to multi-task projects, workloads and supervise others. Requires frequent use of a personal computer, keyboard and monitor along with a working knowledge of basic applications such as Word, Outlook, Excel and Adobe software.
Lift or move up to 50 pounds.

WORK ENVIRONMENT

The duties of this position are performed in a noisy modern printing facility, with artificial lighting and air conditioning. Use of ear protection is recommended.

Pre Employment

The incumbent will be required to have an Audiometric Evaluation prior to employment.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE