



PRODUCTION SUPERVISOR

2443

GENERAL DESCRIPTION OF CLASS

The PRODUCTION SUPERVISOR oversees operations, including supervising staff and scheduling and coordinating production efforts, in a facility providing publishing and distribution services for State agencies, the Supreme Court and the Legislature, and cities, counties, and municipalities. All positions in this class are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1. Supervision

Plan and coordinate the work of staff, adjusting work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads.

Review applicant credentials, participate in interviewing candidates and recommend hiring. Evaluate employee performance, prepare performance appraisals, and discipline and reward employees. Resolve personnel problems, complaints and formal grievances at the first level.

Provide initial orientation to new employees, assess training needs of staff and arrange or provide appropriate instruction. Counsel employees in work related activities, personal growth and career development.

2. Production Control

Review job orders and clarify specifications as needed. Determine production processes required and job priorities based on due dates and production process. Coordinate production requirements and adjust operations, as needed, to meet workflow needs of all units.

Review and approve test run materials and completed work for conformance to quality standards and job specifications.

Operate production equipment as necessary.

3. Supplies and Equipment

Approve supply orders and coordinate stock on hand.

Schedule and monitor preventative or corrective maintenance as required and schedule major equipment repair to minimize production down time. Oversee and instruct staff or perform adjustments, maintenance, or repair to equipment.

RELATIONSHIPS WITH OTHERS

The Production Supervisor contacts other production unit staff, supervisors, and plant management daily in person and by telephone to plan, coordinate, and adjust production efforts. There is frequent telephone or in person contact with clients to clarify job orders or to provide advice regarding production requirements. There is occasional contact by telephone or in writing with equipment manufacturers or technical staff to obtain advice or to schedule major maintenance or repairs.

SUPERVISION RECEIVED

The Production Supervisor receives general supervision from a plant superintendent. The Production Supervisor exercises considerable independence in making decisions that affect day-to-day operations. Completed work is reviewed for conformance to job specifications, timely completion, and adherence to plant standards of quality. Informal conference with the manager, written job specifications, plant or unit operations manuals and standards, equipment operation and maintenance manuals, and any applicable collective bargaining agreements provide guidelines for work.

SUPERVISION EXERCISED

The Production Supervisor provides general or close supervision for pressroom employees, directly or through leadworkers, depending on the nature of the job assignment and the experience and proficiency of employees.

KNOWLEDGE AND SKILLS (KS)**Knowledge:**

General knowledge of functions, workflow, and production requirements in a manufacturing environment.
Basic knowledge of supervision, e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions.

Skills:

Skill reviewing, interpreting, and applying written job specifications to operations.
Skill monitoring production equipment and making adjustments to assure consistent production quality.
Skill recognizing differences in quality and making equipment adjustments to control variables.
Skill maintaining accurate production and time records.
Skill setting production priorities and adjusting work assignments to meet emergent conditions.
Skill assisting and advising clients about orders, processes, or procedures.
Skill maintaining or repairing unit equipment.

Some positions may require:

Basic knowledge of offset printing plant operations and processes.
Basic knowledge of digital printing technology, applications, and processes.
Basic knowledge of production mail technology and processes.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Special certifications may be required of some positions. Additional knowledge and skill requirements will be explained on the recruiting announcement.

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STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division