

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

REPRODUCTION EQUIPMENT LEADER

DEFINITION

Leads two or more employees, volunteers, inmates or residents performing offset press operations and/or high-speed digital, xerography reproduction equipment and bindery functions; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions and reassignments.

Schedules reproduction work by considering agency priorities to assure that jobs will be completed within specified time periods.

Handles the production coordination and scheduling of all prepress, xerography, printing press bindery and shipping work daily, based on customer requirements, equipment capacities, loads, running speeds and finishing work required.

Works with supervisor in the determination of overtime needed to meet customer requirements for urgent due dates.

Maintains daily output records for all assigned aspects of production in order to determine job costs by recording the time necessary to complete the job, the materials and supplies used, and the waste incurred.

Maintains reproduction equipment by calling service support as directed.

Works as member of the team of operators and customer service representatives to keep customers informed and meet their needs in response to requested delivery dates.

Routes written/computerized schedules to operators on a daily basis.

Coordinates external services such as finishing work and in-plant production to ensure that agreed upon delivery dates are met.

COMPETENCIES REQUIRED

Knowledge of the principles and techniques of offset printing, xerography, prepress and bindery production services.

Knowledge of the characteristics, operating speeds, capabilities, and limitations of offset presses and xerography, prepress and bindery equipment and services.

Knowledge of materials and supplies used in the preparation, operation, and maintenance of offset reproduction equipment.

Knowledge of reproduction methods used for a variety of materials.

Knowledge of methods and procedures involved in binding and assembling reproduced material.

Ability to plan, schedule, and assign reproduction work to assure completion within specified time frames.

Ability to determine conformance of work to job specifications.

Ability to work in a fast-paced environment requiring good organizational skills, and good problem solving skills.

Ability to communicate finishing service needs to external vendors.

Ability to relate the aptitude of operators and the capabilities of reproduction equipment to the requirements of reproduction job orders.

Ability to operate and maintain various types of assigned reproduction equipment.

Ability to operate personal computers using Excel software, Word, or other scheduling and estimating softwares specific to the printing industry.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to two years of full-time work in advanced level prepress, printing press, xerography and bindery production coordination including responsibilities for assigning, scheduling and checking work produced on offset presses, xerography and/or prepress equipment;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twenty-four months of full-time work as a Reproduction Equipment Operator 2.

Effective Date: 12/01 GR