



Job Title: Senior Production Manager

Exemption Status/Test:

Reports to: Coordinator of Printing Services

Date Revised: November 29, 2018

Dept. /School: Printing Services

Primary Purpose:

Manage print production.

Qualifications:

Education/Certification:

High school diploma or GED

Experience:

Five (5) years' supervisory experience

Special Knowledge/Skills:

Proficient skills and knowledge in all areas of print production

Ability to run and do minor repairs on all production machines

Ability to maintain an efficient print production schedule set by Coordinator

Effective interpersonal skills

Major Responsibilities and Duties:

1. Manage print production to ensure the shortest turnaround time.
2. Confirm all employees in all area of production, offering opportunities for development and advancement.
3. Cross train employees in all areas of production, offering opportunities for development and advancement.
4. Monitor inventory to ensure a minimum of delivery delays.
5. Help in determining staffing requirements, interview, and hire new employees.
6. Assist in the production of foil, embossing and die cutting.
7. Ability to detect mechanical malfunction in printing equipment.
8. Ability to correctly identify the various color of ink and paper.
9. Ability to accomplish print work while under pressure generated by exacting production schedules.
10. Ability to carry out oral and written instruction.
11. Have the experience in the operation and maintenance of offset and other duplicating equipment and training.
12. Knowledge of the methods, techniques and equipment used in offset and foil presses.
13. Ability to run clean clear consistent attractive printed jobs.
14. General knowledge of computer usage and ability to use following programs Acrobat, InDesign, MS Excel, MS Word, etc.
15. Installation of various products produced in-house such as bus advertisements etc.
16. Other duties as assigned.

Supervisory Responsibilities:

Oversees all areas of the production floor of Printing Services, administering direction to employees in the most efficient and practical ways possible, with consideration to the various skill levels, experience and abilities of available employees.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: All presses and bindery equipment

Posture: Prolonged standing, bending/stooping, pushing/pulling and twisting

Motion: Reaching, pulling and pushing

Lifting: Lifting and carrying (less than 75 pounds)

Environment: Frequently works prolonged or irregular hours

Mental Demands: Work with numerous interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.