



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: GRAPHICS AND PRINTING FOREMAN

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0300

PAY RANGE CODE: 9.1 MC REVISION DATE: 10/27/16

NATURE OF WORK:

This is supervisory and participatory work in the operation of the reproduction and graphics section of the Finance Department. Work involves supervising and participating in operating and maintaining graphics equipment, computers, computer related hardware, desktop publishing software, offset duplicating machines, copying, binding, stitching, and other printing related equipment. Work also involves the duty of providing technical assistance to the departments concerning graphics and printing requirements.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Interviews, trains, oversees, and disciplines subordinates.

Oversees and participates in the graphics, printing, and delivery of materials such as forms, letters, reports, and bulletins.

Oversees the operation of copying, binding, collating, hole drilling, and camera plate processing equipment.

Investigates malfunctions in graphics and printing equipment, including computer hardware and desktop publishing software, and makes adjustments or repairs where possible.

Distributes entire copies or specific chapters of the Omaha Municipal Code, bills the recipients, maintains a current Municipal Code mailing list, and notifies the City Clerk and other interested individuals of upcoming code revisions and re-printings.

Regulates the work of the division to meet priorities, keeps production at an optimum level, and inspects completed work for neatness and clarity.

Estimates costs of printing projects and provides delivery dates of printed materials.

Writes reports and maintains records of work completed and related billing.

Supervises equipment maintenance and supply ordering.

Monitors equipment, material, and supply costs, determines staffing levels, and prepares the annual division budget accordingly.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the operating principles, uses, care, and maintenance of an offset press and related duplicating and graphics equipment, including computers, computer related equipment, and desktop publishing software.

Knowledge of the characteristics of paper, ink, and other materials as used in duplicating work.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to plan and supervise the work of a number of subordinates.

Ability to operate and maintain the equipment assigned to the printing division.

Ability to prepare cost estimates of printing projects and to develop an annual operating budget for the printing division.

Ability to learn the process of revising and distributing copies of the Municipal Code.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to walk from 76 to 100% of the time; to reach, bend, stand, and lift from 51 to 75% of the time; to push and sit from 26 to 50% of the time; and to climb, balance, and kneel from 0 to 25% of the time.

Ability to use up to fifty (50) pounds of force to move objects from 0 to 33% of the time, up to twenty (20) pounds of force to move objects from 34 to 66% of the time, and up to ten (10) pounds of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Three (3) years of experience and training.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office and print shop setting, which involves working amid above average noise levels, near moving, vibrating machinery, electrical currents, at times in confined spaces, in conditions such as fumes, odors, dust, and chemicals.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Desktop Publishing Software	Printer
Computer Related Equipment	Typesetting Machine	Telephone
Offset Printing Equipment	Padding and Drilling Equipment	Copier
Graphics Equipment	Folder, Cutter, and Stitcher	Hand Tools
Bindery	Light Table and Paste-up Equipment	Micrometer
Collating Machine	Shrink Wrapper	Calculator

Previous Revision Date(s): 3/25/93
4/28/94