

# Anoka Hennepin Independent School District #11

## Position Standard

### **Printshop Production Supervisor**

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Supervise and coordinate activities of Print Shop production workers.

#### **Essential Functions:**

- Inspect products to verify conformance to specifications. Directs setup and adjustments of machines.
- Study production schedules and estimates worker hour requirements for completion of job assignment.
- Interpret company policies to workers and enforces safety regulations.
- Interpret specifications, blueprints, and job orders to workers, and assigns duties.
- Establish or adjusts work procedures to meet production schedules.
- Recommend measures to improve production methods, equipment performance, and quality of product.
- Suggest changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.
- Analyze and resolves work problems, or assists workers in solving work problems.
- Initiate or suggests plans to motivate workers to achieve work goals.
- Maintain time and production records.
- Estimate, requisition, and inspect materials.
- Confer with other supervisors to coordinate activities of individual departments.
- Perform activities of workers supervised.

#### **Minimum Qualifications:**

- Post secondary degree or advanced technical training in print shop production.
- One to two years supervisory experience.
- Ability to work independently.
- Well organized and efficient.
- Ability to work cooperatively with staff.
- Ability to maintain regular attendance, including completing an assigned day.
- Must be able to lift/push/pull/carry a minimum of 50 pounds.
- Must be able to stand for long periods throughout the day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

#### **Physical Factors include:**

Constant: work in a very noisy warehouse environment; daily exposure to paper dust, chemicals, cutting equipment and other heavy machinery; sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20”), visual accommodation, and field of vision;

Frequent: some work is performed on computer-controlled equipment, requiring the use of a keyboard; standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when travel between district sites is required.