

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005172
Grade 20**

PRINT SHOP FOREMAN

DEFINITION OF CLASS:

The work of the class entails supervising the delivery of County printing services. Contacts are with work unit employees to facilitate and coordinate work flow, with other County Government employees to provide general assistance, project guidance, and advice on printing services; with vendors to coordinate the acquisition of printing services and supplies, as well as the delivery of finished materials; and with Montgomery County School employees working in the Print Shop to coordinate the scheduling of work and the distribution of printed materials. The work of this classification does not involve providing direct service or assistance to the general public.

Employees in this occupational class are responsible for assessing and prioritizing print service requests; for assigning work to unit members; for ensuring that work output meets established standards; and for administering contracts governing the procurement of offset and specialty printing supplies and/or the delivery of services. The duties and responsibilities involve a range of activities which collectively require knowledge of specialized trade or craft methods, procedures, and practices, as well as knowledge automated systems technology, to independently supervise the work of assigned personnel. The work is performed under general direction and is evaluated for overall effectiveness in meeting established objectives. Guidelines for the work are normally available, however, initiative and resourcefulness must be employed to resolve issues and/or to address situations that are unusual or do not fit existing guides. The complexity of the work emanates from the planning required to effectively facilitate the delivery of printing services in a large diverse organization with broadly defined needs. The work area is adequately lighted, heated and ventilated however, there is intermittent exposure to equipment, which when operated, produces an uncomfortable level of noise. The work activities encompass normal physical effort and do not require the use of special safety equipment however there is occasional exposure to moving equipment, shop dust, and chemicals used in the printing process. In addition to assigning, coordinating, and reviewing the work of unit members, the incumbent is also responsible for enforcing work standards and provides input into personnel decisions for hiring, performance management, training, and discipline.

EXAMPLE OF DUTIES: (Illustrative Only)

- Supervises and coordinates all print shop functions.
- Administers contracts for printing supplies and services.
- Plans, assigns, and reviews the work of production employees.
- Provides technical guidance to unit personnel and general assistance to unit customers.
- Maintains production, inventory, supply, and maintenance records.
- Assists in the development of requests for proposal and in the evaluation contract bids.
- Performs other responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the programs, elements, functions and procedures of the printing, reproduction, and bindery trades, as well as comprehensive knowledge of the operation and maintenance of the various types of equipment utilized in this work.
- Thorough knowledge and ability to use Microsoft Windows applications, Digipath (or similar specialty software), Adobe PDF software and File Transfer Protocol.
- Considerable knowledge of the principles and techniques of supervision (e.g., training, work planning, performance management, employee counseling, etc.).
- Ability to manage work production and successfully maintain established quality assurance standards.
- Ability to work effectively in stressful situations, to deal tactfully with other individuals, and to maintain good working relationships.
- Ability to analyze and summarize data, to prepare reports, and to develop recommendations.
- Ability to communicate clearly and concisely.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years of journey level experience in the printing production trade, with 3 years of experience in a lead or supervisory capacity.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core II Exam.

Class Established: November, 2005

Revised: April, 2010

August, 2013

October, 2014