

SENIOR MAINTENANCE MECHANIC III (PRINT PRODUCTION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting in supervising and coordinating the activities of the print shop and data center. The incumbent is responsible for developing detailed and complex workflow instructions for digital printing and bulk mailing procedures, addressing network and server problems by taking corrective action, maintaining work standards and schedules. This position also assures compliance with procedures and quality control by supervising, monitoring and evaluating production jobs completed by staff. Supervision is exercised over subordinate staff and Interoffice Mail delivery operations. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in developing detailed and complex workflow for digital printing and bulk mailing procedures by delegating, coordinating and evaluating production jobs;

Oversees and establishes standard operating procedures to ensure that standards are maintained and adhered to with regard to digitized printing and bulk mailing;

Supervises and monitors complex digitized print jobs as well as bulk mailing projects in a timely manner and ensures jobs are prioritized and managed appropriately to facilitate operations;

Assists and assures quality control by supervising, monitoring and evaluating production jobs completed by subordinate staff;

Maintains contact with the Graphics Division of the Department of Information Technology to coordinate the receipt and tracking of jobs, as well as to participate in design phases with regard to printing and bulk mailing projects, assisting in identifying the most cost effective methods;

Reviews production reports for billing purposes and to evaluate the efficiency of digital print and bulk mailing operations; makes recommendations for necessary changes;

Maintains contact with various equipment vendors in scheduling preventive maintenance and repair;

Generate print shop production reports and fiscal requirements for budget purposes;

Keeps abreast of technological advancement in the field of digital imaging and bulk mailing;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Windows and Unix operating systems; good knowledge of Microsoft Office Suite, Adobe Acrobat as well as common graphic arts software including Photoshop, Quark XPress, etc; knowledge of the digital printing industry standard policies, procedures and quality control guidelines; knowledge of current digital imaging software (within the last 5 years); knowledge of bulk mailing practices and procedures as well as United States Postal Office standards with regard to uniformity of addresses, and established pricing standards; ability to install software and do minor equipment and hardware repairs; ability to develop job production instructions, taking into account such factors as expected quality, stock specifications, color and techniques to be used in executing a finished product; ability to work on multiple projects simultaneously; ability to organize, schedule and structure multiple work tasks in order to optimize print capabilities under deadline conditions; ability to plan and supervise the work of subordinates; ability to train and evaluate staff; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and six years of experience where the primary function of the position was graphic arts, digital printing, production copy/ reproduction, or a related field, one year of which must have involved participation in projects involving digitized image processing.

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a Bachelor's Degree may be substituted on a year for year basis up to four years. There is no substitution for the year of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.