

Job Description/Specification

Identification	J0224	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Production Supervisor	FORMER TITLE/DEPARTMENT: Senior Production Clerk
DIVISION/DEPARTMENT:	CCD/Production	PAY GRADE: 5
SUPERVISOR'S TITLE:	CCD Director	DATE APPROVED: September 2, 2016

Function and purpose (a)

Plans and supervises the operations of Production department; develops objectives and implements procedures in response to the needs of user groups; ensures effective implementation of new technologies; arranges for outside printing and production services when necessary.

Principal duties and responsibilities (a)

1. Ensures the co-ordination of centralized production services; provides overall planning of production services; with users of production services, develops cost efficient utilization of available services; in consultation with the director of CCD, defines scope of services and departmental staff functions and responsibilities.
2. Liaises with production services users to plan and advise on major projects, ascertains needs, evaluates budget and time constraints, sets technical specifications, determines schedule, provides estimates, recommends alternatives, stays informed on commercial vendor services and when necessary confers with them regarding specifications and cost effective options.
3. Develops control systems for the delivery of services; ascertains changing user needs; plans staff and equipment requirements.
4. Chairs production meetings; keeps informed of Federation activities.
5. In conjunction with CCD Director develops operating and capital budgets for Production; implements approved budgets and programs; authorizes expenses up to the budgetary limits; regularly monitors the budget and reports to the Director of CCD as required.
6. Develops a system of charge out rates which ensures that the cost of Production operations are recovered. Ensures that the processes used in Production Services are cost effective.

7. Maintains awareness of advances to photocopy systems and technology related to the work of the Production Department. Makes recommendations regarding the upgrading of BCTF photocopiers.
8. Co-ordinates, supervises, and participates in the work of the Production Department. Schedules and authorizes hours of work, overtime, vacations and leaves of absence for Production staff according to established policies and/or collective agreement; completes holiday, sick leave and related personnel and payroll information for support staff; initiates disciplinary action as required; in conjunction with the director of Communications/Campaigns Division and Human Resources establishes and reviews the qualifications and requirements of positions supervised; certifies the content of job descriptions; in conjunction with the HR Director interviews applicants for Production, selects suitable staff replacements, supervises and trains staff on methods, procedures and equipment, and evaluates staff performance for permanent appointment. Supervises casual staff as required.
9. Assesses work and in conjunction with users contracts work to external printers; sets technical specifications; selects most cost-effective unionized vendor; negotiates production timelines and prepares docket for each job; monitors job progress, consults with vendor and job originator as necessary. Prepares and processes purchase orders for external printing.
10. Prepares and processes purchase orders for departmental supplies; locates sources of supply; determines most competitive price; maintains an inventory of standard paper stock.
11. Prepares and processes job sheets/purchase orders for outside groups, ie. Locals, PSAs.
12. Arranges with outside mailing house and /or post office for bulk permit mailings of Federation publications.
13. Oversees the set up of school, committee/group and PSA member mailings
14. Co-ordinates distribution of BCTF internal mail and distributes as required.
15. Oversees the organization of all BCTF mailings.
16. Monitors inventory specific to mailings (envelopes, mailing cards, packaging supplies) and informs Supervisor of Production Services when supplies are low.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Five years' accumulated experience in photocopier services, and purchasing outside printing services and products (costing). Two years' supervisory experience that includes a demonstrated ability to communicate effectively both orally and in writing. Excellent interpersonal and problem solving skills.

Education and training (c)

Completion of secondary school (Grade 12), plus supervisory course work.

Licences and certificates (c)

None.

Environment (g)

Physical/emotional environment consisting of conditions normally associated with a shop environment including exposure to glares, dust, noise, vibration.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are a major consideration in the job and require a high degree of tact and diplomacy to satisfy the needs and expectations of all user divisions.

Contacts and relationships with persons outside the Federation building are also a major consideration in the job involving a high degree of tact and diplomacy in dealing with Executive Committee, members, locals, PSAs, equipment suppliers, consultants and general public enquiries of a production nature.

Machines, equipment and work aids used

Paper drill or punch, cutter, stitchers, folders, bundle-tyers, scales, postage meter, photocopiers, telephone, forklift and envelope address printer.

Positions supervised (e)

2 positions

Physical and/or mental effort (f)

The physical and/or mental activity normally required tends to induce fatigue due to the constant standing, moving about, kneeling and bending at machines; bending, lifting, and carrying materials when assisting with bindery or mailing duties. Good physical condition required to handle physical aspects of warehouse work and continuous standing and frequent climbing stairs.

Flexibility and open-mindedness needed to cope with shifting priorities, scheduling changes, etc. often last minute. Added pressures due to heavy volume and tight deadlines.

Working conditions (g)

Regular exposure to several of the following disagreeable or undesirable elements: noise and vibration from bindery equipment, traffic, paper dust in the atmosphere. Loading and unloading trucks with forklift in all weather conditions. Repetitive work.

July 21, 2016