PRINT SHOP ESTIMATOR

Occupational Code: 1535
Salary Range: 19A
Status: Classified
FLSA: Non-exempt
Established: 8/02
Revised: 10/02 4/06

NATURE OF WORK:

This is responsible technical work related to the Graphics Reproduction Division.

Work involves developing cost estimates for the reproduction of various types of materials to be printed and entering order forms for printing requests utilizing printing management software. An employee in this position is responsible for determining proper size, weight, type, and cuts of paper to be used; selecting appropriate plate type and ink; and assigning proper offset press, copier or duplicator to produce the desired results. The incumbent establishes shop standards for equipment and labor to determine the efficiency and cost effectiveness of work being produced. Work is performed under general direction of the Print Shop Superintendent or designee. Decisions are made within established departmental guidelines and policies.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Reviews incoming work orders to determine type and quantity of work to be done.

Estimates time, equipment and materials needed for various types of duplicating services utilizing printing management software.

Develops templates for standard jobs to expedite order entry process.

Prepares written quotations for reproduction services as requested by City Departments.

Inputs shop floor time and materials from printing orders into software database for job costing analyses and reporting.

Reviews employee time and material sheets for incorrect codes, missing labor and material charges, and make necessary changes.
PRINT SHOP ESTIMATOR (Cont.)

Modifies computerized work orders to capture on the floor changes, e.g.: authors alterations, increasing quantity, adding color, typing corrections, and changing of paper.

Generates efficiency reports for Print Shop Superintendent or designee utilizing printing management software.

Prepares monthly charge back reports for distribution to all city departments.

Analyzes cost effectiveness of producing jobs internally versus outsourcing, and makes recommendations to the Superintendent or designee.

Performs routine clerical duties.

Performs related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:** (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Considerable knowledge of the capabilities and limitations of offset printing equipment, high-speed copiers, digital duplicators, and various types of binding equipment used in the reproduction of printed material.

Considerable knowledge of types of papers, inks, plates, chemicals, and other supplies used in printing and duplicating by the means of the quick copy and offset process.

Considerable knowledge of the printing and binding terminology and techniques.

Ability to use a personal computer to create estimates, enter job data, create reports, and accept and send e-mails.

Ability to plan, schedule and organize work to meet fluctuations in workload.

Ability to provide good customer service for all incoming inquiries.

Ability to maintain, prepare, and submit reports.

Ability to establish and maintain effective working relationships with operating department representatives, vendors, service contractors, and the general public.

Knowledge of appropriate safety precautions specific to the printing industry.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to read and write in English.
PRINT SHOP ESTIMATOR (Cont.)

DESIRABLE BASIC TRAINING AND EXPERIENCE:

Graduation from high school or its equivalent, and thorough (4 – 7 years) work experience operating printing and binding equipment, and some (6 months - 2 years) of print shop estimating experience, plus some (6 months – 2 years) of operating a personnel computer. A Valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however prior to appointment a State of Florida Driver's License (Class E or higher) must be presented to the Department of Employee Relations.

OR

Equivalent combination of training and experience.

TOOLS AND EQUIPMENT:

Desktop computer, printing management software, laser printer, telephone, fax machine, and general office equipment.

PHYSICAL DEMANDS:  (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in a print shop environment. While performing the duties of this job, the employee is frequently required to sit, read and write English, use hand and finger dexterity, and see color and depth perception. The employee occasionally stands, walks, talks, hears, bends, files, lifts 0-14 lbs from the floor, reach above and below shoulders; and drives a motor vehicle. Hand to eye coordination is necessary to operate general office equipment.

WORK ENVIRONMENT:  (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is moderately loud. Daily exposure to mild fumes from solvents and printing inks. Work is performed around hazardous machinery. Sometimes work is stressful when working under stringent time constraints.