



Provincial Job Description

TITLE:
(052) Print Shop Operator

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Produces and distributes print shop material.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer**
- ◆ **Basic keyboarding skills**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: Six (6) months previous printing/print shop experience.**

KEY ACTIVITIES:

A. Printing

- ◆ Advises clients regarding available services, costing, orders and print service policies.
- ◆ Sets up and operates printing equipment (e.g., photocopier, offset printing press, Docuteck or Digipath).
- ◆ Prints and duplicates printed material.
- ◆ Creates off-set printing plates.
- ◆ Chooses from a wide variety of paper products (e.g., printing characteristics and customer needs).

B. Finishing

- ◆ Processes printed material (e.g., cuts, pads, folds, staples, binds, drills holes, scores, cerloxes, laminates, trims, seals, packages.)

C. Inventory Control/Distribution

- ◆ Fills and invoices orders (e.g., booklets, forms, paper).
- ◆ Maintains adequate paper and printing supplies.
- ◆ Communicates with suppliers/vendors.
- ◆ Ships/receives printing materials.

D. Related Key Work Activities

- ◆ Maintains and repairs equipment.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Provides input into developing printing policies.
- ◆ Revises price lists.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 26, 2005

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