



# *Provincial Job Description*

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***TITLE:***  
**(052) Print Shop Operator**

***PAY BAND:***  
**7**

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***FOR FACILITY USE:***

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***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:***

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***SGEU:***

***SAHO:***

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