



Provincial Job Description

TITLE:
(053) Head Print Shop Operator

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises printing services for the region, affiliates and outside agencies and ensures standardization of forms/documents.

QUALIFICATIONS:

- ◆ **Graphic Art Production, Generalist certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Organizational and leadership skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience working in a print shop environment.**

KEY ACTIVITIES:

A. Supervision

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Provides input into recruitment of new staff.
- ◆ Orientates and trains new staff.
- ◆ Informs staff of changes in procedures.
- ◆ Provides input into performance appraisals and performance reviews.
- ◆ Prepares work schedules, vacation schedules, time sheets and staff change forms.

B. Form and Document Design

- ◆ Designs forms, booklets, brochures and templates.
- ◆ Standardizes forms.
- ◆ Discusses design options with clients/employees.
- ◆ Informs staff of guidelines and procedures.
- ◆ Implements guidelines and procedures.
- ◆ Performs Desktop publishing.

C. Printing Services/Operate Printing Equipment

- ◆ Operates printing equipment to meet printing requirements.
- ◆ Schedules workflow, sets priorities and meets deadlines.
- ◆ Makes decisions regarding printing methods to be used depending on type of job.
- ◆ Checks printed material to ensure quality.
- ◆ Discusses printing options and guidelines with clients requesting printing services.
- ◆ Calls service personnel to discuss equipment and print quality problems, concerns, and possible solutions.

D. Inventory

- ◆ Orders equipment.
- ◆ Maintains inventory of paper and printing supplies.
- ◆ Orders paper and printing supplies.

E. Related Key Work Activities

- ◆ Prepares printing estimates for facility, affiliates, and outside agencies.
- ◆ Maintains statistics.
- ◆ Meets with sales personnel to discuss paper, equipment, inks, chemicals and various supplies to keep informed of the newest developments in order to get the highest quality at the best prices using environmentally safe printing supplies.

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: 2005

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