


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Print Shop Worker</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>051</u></p>
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<p>Decision Making</p> <p>Determines the sequence of printing jobs based on machine availability and priority of jobs. Most print work is guided by clearly prescribed practices. Makes decisions on problems from pre-existing alternatives to address print quality and minor machine repair.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Education</p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p>Experience</p> <p>No previous experience. Three (3) months on the job to learn how to operate the various equipment and become familiar with print shop practices and region/facility/department policies and procedures.</p>	<p><u>1.0</u></p>
<p>Independent Judgement</p> <p>Print shop activities are governed by established methods. Some choice of action is exercised in sequencing print jobs.</p>	<p><u>2.0</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact in dealing with print shop customers and suppliers.</p>	<p><u>2.0</u></p>

Impact of Action	Degree
Provides printing services to meet quality and service requirements. Untimely filling of print orders may result in minor delays, small cost or inconvenience to the requesting department.	<u>1.0</u>
Leadership and/or Supervision Provides occasional orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort standing, walking and lifting heavy objects.	<u>2.0</u>
Sensory Demands Occasional sensory effort dealing with staff regarding print jobs with periodic equipment operation, cutting, collating, and stapling.	<u>1.5</u>
Environment Regular exposure to major conditions or hazards such as dust, chemicals, paper cutters, drills and noise.	<u>4.0</u>