


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Print Shop Operator</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>052</u></p>
--	--	--------------------------------------

<p>Decision Making</p> <p>Follows clearly prescribed copyright laws. Discretion is required in providing cost effective printing service when considering various printing options.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p>Experience</p> <p>Six (6) months previous printing/print shop experience. Six (6) months on the job experience to obtain vendor specific training, to become familiar with print shop equipment/practaices, inventory control and region/facility/department policies and procedures..</p>	<p><u>4.0</u></p>
<p>Independent Judgement</p> <p>Print shop duties defined by established methods. Determines the order and sequence of tasks to meet clients printing needs. Minor equipment/production problems are resolved with limited analysis.</p>	<p><u>2.5</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact when discussing printing services. Contacts are generally with clients and business representatives.</p>	<p><u>2.0</u></p>

Impact of Action	Degree
Produces and distributes material to meet quality and service requirements. Impacts cause minor delays and may cause damage to expensive equipment and apparatus.	<u>1.5</u>
Leadership and/or Supervision Provides orientation to co-workers.	<u>1.0</u>
Physical Demands Regular physical effort standing, walking, lifting heavy objects and setting up equipment.	<u>2.0</u>
Sensory Demands Regular effort with set up and operating of equipment, observing print quality, listening to equipment, and data entry.	<u>2.0</u>
Environment Regular exposure to major conditions or hazards such as paper dust, chemicals, paper cutter, drills and noise.	<u>4.0</u>