


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Head 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>053</u></p>
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<p>Decision Making</p> <p>Within limits of accepted practice, makes choices about work priorities when dealing with urgent printing needs, and regular work requirements. Prioritizes and arranges work schedules/staff to meet unexpected needs (e.g., rush jobs, equipment failure).</p>	<p>Degree</p> <p><u>3.0</u></p>
<p>Education</p> <p>Grade 12. Graphic Art Production, Generalist certificate (1986 hours).</p>	<p><u>4.5</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience in a print shop environment. Nine (9) months on the job experience to develop supervisory/administration skills and become familiar with region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p>Independent Judgement</p> <p>Print shop duties are defined by standard practice and procedure. Exercises judgment when deciding on the method of printing, checking printed material, discussing equipment options and working with service personnel to resolve equipment/quality problems.</p>	<p><u>3.5</u></p>
<p>Working Relationships</p> <p>Discusses design/printing options with region clients. Requires tact to discuss problems regarding printing options/costs with clients and to make recommendations on the best practice. Arranges for repair and maintenance services regarding equipment and supplies. Provides technical explanation and/or advice to clients regarding form standardization.</p>	<p><u>3.5</u></p>

Impact of Action	Degree
Coordinates printing services to meet operational, quality and service requirements. Ensures equipment is in safe operative condition. Maintain accurate records regarding printed volume and charges.	<u>2.0</u>
Leadership and/or Supervision Assigns, checks and maintains flow of work for printing staff. Performs more complex work associated with form/document design and print shop operaton.	<u>3.0</u>
Physical Demands Regular effort operating equipment, lifting and moving printing supplies. Requires regular hand-eye coordination with forms design.	<u>2.0</u>
Sensory Demands Regular effort with form designs utilizing computer, operating and listening to equipment, and observing print quality. Periods of competing multiple sensory demands while operating equipment, monitoring print quality and coordinating the work of others.	<u>2.5</u>
Environment Regular exposure to major conditions or hazards such as paper dust, chemicals, paper cutter, drills and noise.	<u>4.0</u>