


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Printing Services Coordinator</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>205</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 course (1986 hours).</p>	<p><u>4.5</u></p>
<p>Experience</p> <p>Nine (9) months previous experience working in a printing operation. Nine (9) months on the job to learn the operation of equipment, develop coordination 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/provincial/national 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 Provides limited direction to other printing staff by assigning and maintaining work flow.	<u>3.0</u>
Physical Demands Regular physical effort standing, walking, pushing, pulling, heavy lifting, computer operation and plate making.	<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 dust, chemicals, paper cutters, drills and noise.	<u>4.0</u>