



# *Provincial Job Description*

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***TITLE:***  
**(052) Print Shop Operator**

***PAY BAND:***  
**7**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Produces and distributes print shop material.**

***QUALIFICATIONS:***

- ◆ **Grade 12**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer**
- ◆ **Basic keyboarding skills**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **Ability to work independently**

***EXPERIENCE:***

- ◆ **Previous: Six (6) months previous printing/print shop experience.**

## ***KEY ACTIVITIES:***

### **A. Printing**

- ◆ Advises clients regarding available services, costing, orders and print service policies.
- ◆ Sets up and operates printing equipment.
- ◆ Prints and duplicates printed material.
- ◆ Creates off-set printing plates.
- ◆ Chooses from a wide variety of paper products.

### **B. Finishing**

- ◆ Processes printed material.

### **C. Inventory Control/Distribution**

- ◆ Fills and invoices orders.
- ◆ Tracks requisitions, invoices and shipping details.
- ◆ Maintains adequate paper and printing supplies.
- ◆ Communicates with suppliers/vendors.
- ◆ Ships/receives printing materials.
- ◆ Process returns and initiates credits.

### **D. Related Key Work Activities**

- ◆ Maintains and repairs equipment.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Provides input into developing printing policies.
- ◆ Revises price lists.
- ◆ Orders business cards.

*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.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: January 10, 2018**