

Job Class Profile: Offset Press Operator I**Pay Level: CG-23 Point Band: 388-421**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	2	3	3	2	2	2	1	3	
Points	140	33	19	14	60	43	41	21	32	403

JOB SUMMARY

The Offset Press Operator I is responsible for digital in-house printing/copying using various digital printers/copiers, post press equipment and pre press computer software to process and complete jobs.

Key and Periodic Activities

- Prints and copies various material using various digital copiers.
- Performs post press finishing work using various post press equipment such as hydraulic cutter, booklet marker, folder, laminator, stitcher, etc.
- Receives and processes jobs through email, telephone and in person.
- Produces daily invoices for completed jobs.
- Packages completed work for shipping.
- Records and logs completed work.
- Maintains inventory of parts and supplies.
- Co-ordinates repair and servicing of equipment when required.

SKILL**Knowledge****General and Specific Knowledge:**

- Digital copying equipment.
- Computer software related to printing/graphics.
- Post press equipment.

Formal Education and/or Certification(s):

- Minimum: 2 to 3 Year Diploma in Graphic Production Technology or Graphic Design.

Years of Experience:

- Minimum: 2 to 3 years.

Competencies:

- Ability to proofread, edit and format documents.
- Ability to operate a computer.
- Ability to write straightforward text.

- Ability to operate machinery such as a digital copier or post press equipment.

Interpersonal Skills

- Interpersonal/communication skills used include listening to information from customers/clients; asking questions to get information about job requirements; and providing routine information and direction to co-workers.
- Most significant contacts are with customers/clients on job requirements, co-workers in the completion of job tasks and with supervisor who oversees the operation of the department.

EFFORT

Physical Effort

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects less than 10 lbs., is a constant requirement and lifting or moving objects over 50 lbs., such as packages of paper, paper cartons and moving of pallettes, is performed occasionally.
- Work is performed standing at a station or machine for extended periods of time when copying or printing material. Sitting at a desk to use the computer or telephone and walking are performed on a regular basis.
- Manual or physical activities include constantly performing fine finger or precision work and regularly using hand tools that require accurate control and steadiness and using machinery or equipment that requires very controlled movement. Using gross motor skills would be an occasional requirement.

Concentration

- **Visual** concentration or alertness is required on a constant basis when performing activities such as data entry for daily invoices, checking copy/print quality and reviewing electronic files.
- **Auditory** concentration or strain occurs occasionally when listening to customers over the telephone or in person to ensure understanding of job requirements.
- **Alertness and concentration** are required when performing **repetitive** tasks such as binding manuals to ensure that the paper is properly positioned.
- **Time pressures and deadlines** are experienced when trying to meet scheduled completion dates. **Interruptions** can occur when equipment needs servicing. **Lack of control over work pace** is experienced when multiple jobs are submitted simultaneously that require immediate turnaround.
- **Eye/hand co-ordination** is required when performing post press activities such as punching, binding, folding, etc.
- **Exact results and precision** are required when reproducing jobs to meet exact specifications as required by the customer/client involving pre-press, digital and post press activities.

Complexity

- Work involves printing and copying various material which requires performing well defined tasks or activities that are similar/related in terms of the skills and knowledge used.
- A typical problem or challenge is receiving work with incorrect or misleading job specifications or billing information which can be addressed by following clear instructions or

pre-determined routines.

- Reference material to assist in addressing problems, challenges and issues include advice from co-workers, supervisors or managers, clarification on job specifications from customers/clients, manuals and technicians.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled.
- Has authority to order supplies and parts such as toner, colour drums, etc. Purchases of new equipment or large scale supplies such as palettes of paper would require supervisory approval.

Impact

- Work results can have a positive impact within the immediate work area, department, organization, and on customers/clients.
- Resources impacted include equipment, processes and systems, finances, material resources, human resources and on the corporate image when material is printed on schedule and meets the customer/clients specifications.
- Mistakes or errors can have an impact on meeting deadlines/schedules and can also have a financial impact if printed material is not of an acceptable standard.
- Errors are typically identified and resolved within 24 hours of problem identification.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May provide advice or guidance to staff members.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety shoes.
- The likelihood of minor cuts, bruises, abrasions or minor illnesses resulting from hazards in the job is limited.
- Regularly exposed to unusual/distracting noise from printing equipment. There is occasional exposure to fumes and limited ventilation.