

Job Class Profile: Offset Press Operator II**Pay Level: CG-26 Point Band: 490-533**

| Factor | Knowledge | Interpersonal Skills | Physical Effort | Concentration | Complexity | Accountability & Decision Making | Impact | Development and Leadership | Environmental Working Conditions | Total Points |
|--------|-----------|----------------------|-----------------|---------------|------------|----------------------------------|--------|----------------------------|----------------------------------|--------------|
| Rating | 3 | 2 | 3 | 4 | 3 | 3 | 2 | 3 | 3 | |
| Points | 140 | 33 | 19 | 19 | 90 | 65 | 41 | 64 | 32 | 503 |

JOB SUMMARY

The Offset Press Operator II performs lead hand work in the operation of the offset, duplicating and related copying equipment.

Key and Periodic Activities

- Operates various types of offset, duplicating and digital copier/printer equipment.
- Performs post press finishing work using a variety of equipment such as booklet maker, drill press, folding machine, hydraulic cutter, light table, padding press, saddle stitcher and shrink wrapper.
- Acts as a lead hand worker; provides training, advice and support to employees and/or work term students; determines work schedules and job requirements; assigns work priorities and deadlines; issues special instructions; and oversees the processing of work requests in progress and upon completion to ensure that production requirements and standards of quality are met.
- Discusses job requirements with departmental personnel and checks work order outlines.
- Maintains and controls inventory of materials, supplies and machine parts.
- Performs and co-ordinates the maintenance and repair of equipment.
- Performs various administrative tasks and maintains various records.

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

- Various types of printing and post press equipment.
- Computer software related to printing/graphics.
- Safe Work Practices.
- Policies and Procedures.

Formal Education and/or Certification(s):

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

Years of Experience:

- Minimum: 3 to 5 years.

Competencies:

- Ability to follow basic instructions and work processes.
- Ability to apply established techniques to the completion of activities.
- Ability to coordinate a range of related work or project activities.
- Ability to provide advice to others on how to solve a problem or address an issue.
- 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 include listening to information from supervisor or departmental personnel and asking questions to get information about printing job requirements; providing routine information and direction to other employees and/or work term students and gaining the co-operation of employees and/or work term students to complete work, address issues and/or solve problems.
- The most significant contacts are with departmental personnel on job requirements; employees and/or work term students in the completion of job tasks; and with the 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 pallets 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 using gross motor skills; using hand tools that require accurate control and steadiness and using machinery or equipment that requires very controlled movement is required on a regular basis.

Concentration

- **Visual** concentration or alertness is required when operating various types of printing equipment and when inspecting copy/print quality to ensure neatness, form and clarity of reproduction.
- **Auditory** concentration or strain is experienced occasionally when working in a noisy environment and listening to supervisor or other departmental personnel 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 production

dates. **Interruptions** can occur with equipment malfunction, inadequate supply of printing materials or a power outage. **Lack of control over work pace** can be 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.

Complexity

- Work involves printing and copying various material and acting as a lead hand to direct employees involved in the printing operation.
- A typical problem or challenge is receiving work with incorrect or misleading job specifications or billing information. Also, upon completion of all printing jobs, reviews to ensure that production requirements and standards of quality are met.
- Reference material to assist in addressing problems, challenges and issues include policies and procedures, specification manuals; equipment technicians and advice/guidance from co-workers or supervisor.

RESPONSIBILITY

Accountability and Decision-Making

- Work assignments are outlined in written work orders and, as required, supplemented by oral instructions. Work, as outlined in instructions, and lead hand duties are carried out independently and in accordance with established policies and procedures.
- Has authority to assign work priorities and deadlines in order to meet operational requirements.
- Discretion and independence of action is exercised to prioritize jobs; establish a work schedule and to ensure that completed work meets quality and production requirements.

Impact

- Work results can have a positive impact within the immediate work area, department, organization, and on departmental personnel.
- 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 all required specifications.
- Mistakes or errors can result in delays in meeting production requirements; equipment malfunction if printing equipment is not operated and maintained properly; and can also have a financial impact if printed material does not meet required specifications.
- Work is reviewed by supervisor for volume, neatness, format and clarity of reproduction and errors are typically identified and resolved within 24 hours of problem identification.

Development and Leadership of Others

- Acts as a lead hand and is responsible for providing leadership and direction to employees which includes providing advice, guidance, direction, allocating tasks, reviewing completed work and providing feedback, etc.

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.