

Job Class Profile: Printing Press Worker 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	4	2	4	4	2	2	2	3	5	
Points	187	33	25	19	60	43	41	64	54	526

JOB SUMMARY

The Printing Press Worker II performs skilled and lead type work in the operation and maintenance of various types of printing presses ranging from duplicating printing presses to complex digital and integrated printing systems, computer controlled and large multi-color presses.

Key and Periodic Activities

- Operates various types of printing equipment such as duplicating presses, digital and integrated printing systems, computer controlled and multi-color presses to produce various types of printed materials.
- Performs daily start-up and shut down activities of printing equipment which involves cleaning and maintenance work.
- Maintains equipment in good operating condition by cleaning and performing maintenance work on a weekly basis.
- Assigns and reviews printing work to employees on a daily basis.
- Prepares chemicals, inks and other materials required to produce quality jobs.
- Checks paper stock for proper grade and weight.
- Operates equipment such as folders, plate makers, perforators, stitching machines, photocopiers, light tables, cameras, etc.
- Changes plates and towels on printing equipment and adjusts rollers.
- Orders supplies and materials.
- Performs monthly and semi-annual press maintenance activities.

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

- Printing presses and related equipment
- Materials and chemicals required in printing processes
- Printing software programs

- Policies and Procedures
- Safe Work Practices

Formal Education and/or Certification(s):

- Minimum: High School Diploma. 2 Year Diploma in Graphic Production and Printing.

Years of Experience:

- Minimum: 2 to 3 years

Competencies:

- Follow basic instructions and work procedures
- Apply established techniques to the completion of activities
- Coordinate a range of related work or project activities
- Develop new solutions to deal with new technical problems
- Provide advice to other employees on how to solve mechanical or technical issues
- Proof-read, edit and format documents
- Operate a computer
- Operate, repair and/or calibrate machinery

Interpersonal Skills

- A range of interpersonal skills are used including listening to information from other people such as supervisor/manager, divisional managers and/or equipment technicians and asking questions to obtain information and providing routine information and direction to employees related to technical and mechanical issues.
- Communications occur with employees within the immediate work area, department and other departments including supervisor/manager, co-workers and other staff and divisional managers.
- The most significant contacts are with the supervisor to obtain job specifications and production approval; employees in the completion of printing assignments and with various equipment technicians related to troubleshooting press problems as they arise.

EFFORT

Physical Effort

- The demands of the job occasionally result in fatigue, requiring periods of rest.
- Regularly lifts or moves objects 25 to 50 lbs. such as cartons of stock, containers of chemicals, or when performing maintenance work on equipment. Lifting or moving objects over 50 lbs. is occasional.
- Work involves standing or walking on a regular basis to perform work tasks. Works in awkward or cramped positions requiring body movement to perform maintenance work on equipment such as cleaning, oiling grippers and springs and removing powder in a digital imager.
- Manual or physical activities include performing fine finger or precision work; using gross motor skills; using hand tools that require accurate control and steadiness; using machinery or equipment that requires very controlled movement or equipment that requires rapid physical movement and reflexes.

Concentration

- **Visual concentration or alertness** is required when checking the quality of printed product; checking inking and moisture levels on substrate; monitoring registration of printed product and checking plates for wear or scratches.
- **Auditory concentration or strain** includes listening for unusual sounds that may indicate issues such as a paper jam or listening for alarm sensors that would indicate press errors.
- **Other sensory demands such as smell** is used to detect the smell of a fire or equipment overheating and **touch** is used to identify the texture of stock or paper thickness.
- **Alertness and concentration** are required when performing repetitive tasks such as checking for image registration, ink and chemical levels, plates for scratches or imperfections, maintaining proper paper levels in press, checking plate and towel supply and ensuring proper adjustment of lasers on digital press. **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when performing general and preventative maintenance on press and bindery equipment and when mixing dampening solutions and other chemicals.
- **Time pressures and deadlines** are experienced constantly when performing jobs on demand with short notice. **Interruptions and lack of control over work pace** can occur when there are editing changes made to material while jobs are being printed; typographical or grammatical errors requiring jobs to be reprinted; or shifts in job priorities.
- **Exact results and precision** are required when performing four color registration of printed images and ensuring the proper positioning of images on sheets.

Complexity

- Work involves the operation and maintenance of various types of printing equipment which involves performing work that is different but allows the use of similar skills and knowledge. Tasks are usually well defined.
- Typical problems, challenges or issues include problems with paper stocks and humidity in plant; ink/moisture balance; press registration; ink roller pressures and plate wear.
- Reference material to assist in addressing problems, challenges and issues include specification manuals, equipment technicians, internet and advice and guidance from co-workers and supervisor.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly controlled and monitored by the supervisor.
- Work is assigned by receiving printing instructions through written work orders and verbal discussion with divisional managers.
- Have authority to schedule work orders and reorder materials and supplies as required.
- Supervisory approval is required to purchase new equipment such as presses, photocopiers and bindery equipment.
- Discretion and independence of action can be exercised to schedule maintenance work; check print jobs in process; update log book and to solve problems such as curl and static issues with stock; technical issues with equipment; ink-moisture controls and humidity in

plant.
Impact
<ul style="list-style-type: none"> — Work results can have a positive impact within the immediate work area, department, organization and on customers/clients/patients/general public and on resources such as equipment, processes and systems, finances, material resources, health and safety and corporate image when the printed material is produced on schedule; meets job specifications and the equipment is maintained properly. — Mistakes or errors can cause delays in meeting deadlines/schedules; result in equipment downtime or create health and safety issues for employees if the equipment is not properly maintained and repaired. Finances and material resources can also be impacted if printed material is not of an acceptable quality and requires reprinting.
Development and Leadership of Others
<ul style="list-style-type: none"> — Responsible for providing lead direction to bargaining unit staff which involves assigning print jobs to employees; reviewing work; providing technical support and advice to employees on the operation of equipment and solving technical and mechanical issues as they arise. — Provides on-the-job advice, guidance, direction, feedback, on-the-job training and orientation to new and existing staff and students.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is a requirement to wear safety equipment such as rubber gloves, ear protection, aprons/smocks, and safety shoes. Special precautions include safety guards on equipment. — The likelihood of injury or illness resulting from hazards in the job is limited. — Work is performed in a printing plant with exposure to undesirable working conditions such as unusual/distracting noise from equipment; dirt, dust, filth or garbage; fumes; limited ventilation; vibration from equipment; hazardous chemicals and toxic substances such as inks, varnishes, isopropyl alcohol, and other solvents used for cleaning; awkward or confining workspaces; heavy machinery and the risk of exposure to radiation when working on laser burners or digital presses.