

Job Class Profile: Printing Production Worker I**Pay Level: CG-18 Point Band: 278-291**

| Factor | Knowledge | Interpersonal Skills | Physical Effort | Concentration | Complexity | Accountability & Decision Making | Impact | Development and Leadership | Environmental Working Conditions | Total Points |
|--------|-----------|----------------------|-----------------|---------------|------------|----------------------------------|--------|----------------------------|----------------------------------|--------------|
| Rating | 1 | 2 | 4 | 3 | 1 | 2 | 2 | 1 | 3 | |
| Points | 47 | 33 | 25 | 14 | 30 | 43 | 41 | 21 | 32 | 286 |

JOB SUMMARY

The Printing Production Worker I performs technical tasks related to the operation of various types of equipment used in assembling and binding in a commercial type job printing plant.

Key and Periodic Activities

- Operates various types of equipment used in assembling and binding a variety of forms, publications, manuals, booklets, bound reports and printed materials including cutting, punching, cornering, folding, detaching, padding, stapling, stitching and collating equipment.
- Prepares materials for machine use; checks work in progress and makes adjustments to regulate the operation of the equipment.
- Determines the type of binding to be used and performs such bindery tasks as jogging, hacking, stabling, stamping, laminating, gluing, pressing and stripping work.
- Applies consumption factor and job specifications, determines and fixes size guides, positions paper and operates electronic controls to activate cutting head in cutting paper stock.
- Receives, checks and stores bulk paper supplies, checks paper against shipping documents.
- Assists with counting, parceling, labelling and shipping as required.
- Performs maintenance on bindery and cutting equipment and removes and installs cutting blades.
- May assist in performing various other processes of the total printing operation.

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

- Various types of bindery equipment and tools
- Equipment maintenance
- Printing production processes
- Safe work practices
- Policies and Procedures

Formal Education and/or Certification(s):

— Minimum: High School Diploma

Years of Experience:

— Minimum: Less than 1 year

Competencies:

- Follow basic instructions and work processes related to printing operations
- Apply established techniques to the completion of activities
- Operate and maintain various types of binding equipment
- Organize and pack printed materials for shipping.

Interpersonal Skills

- A range of interpersonal skills are used including listening to information from supervisor and/or other staff and asking questions to obtain information about job requirements.
- Communications occur with employees within the immediate work area, department and organization and outside the organization (i.e. paper suppliers).
- The most significant contacts are with the supervisor/manager to obtain daily work assignments and/or special instructions on printing jobs; staff within the organization to discuss printing requests or to deal with any issues related to completed print jobs; and with outside paper suppliers.

EFFORT

Physical Effort

- The demands of the job occasionally result in fatigue, requiring periods of rest.
- Lifting or moving paper or printing supplies is performed on a regular basis.
- Work tasks involve standing and working in awkward or cramped positions or using various body movements such as bending, stretching, twisting or reaching to lubricate machines or fix simple mechanical problems such as jamming or stalling.
- Manual or physical activities includes constantly performing fine finger or precision work to grasp, manipulate or assemble objects; using hand tools that require accurate control and steadiness; using machinery or equipment that requires very controlled movement and using gross motor skills.

Concentration

- **Visual concentration or alertness** is required when operating various types of equipment used in assembling and binding a variety of printed materials; monitoring printing operations to ensure machines are working properly; examining printed material for defects and to ensure conformance to specifications; performing maintenance work on machines; and when organizing and packing material for shipping.
- **Auditory concentration or strain** is experienced when communicating/interacting with supervisor and/or other employees in a noisy environment and listening for unusual sounds in machinery to detect problems.
- **Repetition requiring alertness** is evident when performing tasks such as assembling and binding printed materials to ensure that the paper is properly positioned.
- **Time pressures and deadlines** are experienced when trying to meet project deadlines.

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| <p>Interruptions can occur with equipment malfunction or a power outage and lack of control over work pace can occur with conflicting priorities.</p> <ul style="list-style-type: none"> — Exact results and precision are required to ensure that binding of printed material meets required specifications. |
| <p>Complexity</p> <ul style="list-style-type: none"> — Work involves operating and maintaining various types of equipment used in assembling and binding a variety of printed material which involves well defined tasks that are similar/related in terms of the skills and knowledge used. — A typical problem or challenge is inspecting equipment or materials to identify the cause of errors or other problems or defects. — Reference material to assist in addressing problems, challenges and issues includes advice and guidance from supervisor and/or other employees and policies and procedures. |

RESPONSIBILITY

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| <p>Accountability and Decision-Making</p> <ul style="list-style-type: none"> — Work tasks and activities are highly monitored and controlled. Assignments are received in written form supplemented, when required, by the supervisor. — Daily work activities are performed independently. Unusual situations are referred to the supervisor. — Can use discretion and independence of action to organize work flow and methods; determine when and what maintenance is required on machinery; and determine the kind of tools and equipment needed to complete a job. |
| <p>Impact</p> <ul style="list-style-type: none"> — Work results can have a positive impact within the immediate work area, department, organization and on customers/clients as well as on resources such as equipment, processes and systems, finances, material resources, human resources and on corporate image when the assembling and binding of printed material is completed on schedule and meets required specifications. — Mistakes or errors can result in delays in meeting deadlines/schedules; equipment malfunction if routine maintenance is not performed; and increased financial costs if finished product is not of an acceptable standard. — Work is reviewed by supervisor for conformance with approved standards and errors are typically identified and resolved within 24 hours of problem identification. |
| <p>Development and Leadership of Others</p> <ul style="list-style-type: none"> — Not responsible for the supervision of staff and are not required to provide leadership and development to others. |

WORKING CONDITIONS

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| <p>Environmental Working Conditions</p> <ul style="list-style-type: none"> — Safety precautions are required (i.e. wearing safety shoes). |
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- The likelihood of injury or illnesses resulting from hazards in the job is limited.
- Exposed to unusual/distracting noise from equipment, sharp objects, and various types of tools and machinery.