

**Job Class Profile:            Printing Production Worker II****Pay Level:                      CG-24                      Point Band:                      422-455**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	2	4	4	2	3	2	3	3	
Points	93	33	25	19	60	65	41	64	32	432

**JOB SUMMARY**

The Printing Production Worker II performs skilled and lead type work in the operation of the mechanical and hand bindery section of a large scale printing operation.

**Key and Periodic Activities**

- Plans, assigns and reviews the work of employees involved in bindery duties, store areas and the cutting of paper.
- Provides lead direction and instructs employees in the use and operation of equipment such as binding machines, sorters, collators, stitchers, cutters, shredders, folding machines, drilling units and any other auxiliary units required.
- Advises supervisor of work load issues; employee productivity and status of each production unit.
- Specializes in and determines the methods and type of binding to be used on projects; operates the authorized collating machine.
- Oversees several store areas and ensures that adequate levels of paper and supplies are maintained at all times; ensures that necessary supplies are transferred from the store areas to the printing plant; maintains inventory control (for stock ordering); ensures that all supplies received correspond to the invoice and requisition and initiates a receiving report to confirm same; consults with supervisor as to changes in inventory levels.
- Maintains attendance records; production schedules and maintenance data; and prepares delivery slips and shipping labels.
- Ensures that overall maintenance of equipment such as cleaning, oiling, repairing and adjusting are performed, as required.

**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: 3 to 4 years

**Competencies:**

- Follow basic instructions and work processes related to printing operations
- Apply established techniques to the completion of activities
- Coordinate a range of related work or project activities
- Provide advice to others on how to solve a problem or address an issue
- Write straightforward text
- Operate and maintain various types of 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; asking questions to obtain information about job specifications and providing routine information and direction to employees to address issues and/or solve problems.
- Communications occur with employees within the immediate work area and department, including supervisor, co-workers and other staff.
- The most significant contacts are with the supervisor 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 printing jobs; and with employees in the performance of daily activities.

**EFFORT**

**Physical Effort**

- The demands of the job occasionally results in fatigue, requiring periods of rest.
- Lifting or moving paper or printing supplies is performed on a regular basis.
- Work tasks involve standing for extended periods of time in the performance of daily activities. Working in awkward or cramped positions or using various body movements such as bending, stretching, twisting or reaching is experienced when lubricating machines or fixing 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 ensuring 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 examining printed material for defects and ensuring conformance to specifications and when assembling and binding printed materials to ensure that the paper is properly positioned.
- **Time pressures and deadlines** are experienced on a constant basis when trying to meet production schedules. **Interruptions** can occur with equipment malfunction, inadequate level of paper or other supplies; staffing issues or a power outage. **Lack of control over work pace** can occur with conflicting priorities.
- **Exact results and precision** are required to ensure that all work meets the required specifications.

### Complexity

- Work involves operating, adjusting and maintaining various types of bindery equipment and acting as a lead hand to direct employees involved in the printing operation.
- A typical problem or challenge is ensuring that work is completed in accordance with established specifications and that production schedules are met.
- 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

### Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled. Assignments are received in written form, supplemented at times by verbal discussion with supervisor.
- Daily work activities are performed independently. Unusual situations are referred to the supervisor.
- Have authority, as a lead hand, to assign work priorities and deadlines to employees in order to meet operational requirements.
- Can use discretion and independence of action to determine the methods and type of binding to be used on projects; transfer necessary supplies from the store areas to the printing plant as required; ensure appropriate levels of inventory are maintained; determine when and what maintenance is required on machinery; and determine the kind of tools and equipment needed to complete a job.

### Impact

- 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; meets required specifications and the equipment is maintained properly.

- 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.

#### **Development and Leadership of Others**

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

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- Safety precautions are required (i.e. wearing safety shoes).
- 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.