

---

## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

---

**Job Family:** Clerical

**Class Series:** Printing

**Grid:** 12

**Class Title:** Printer I

### **I. Level Definition**

Positions at this level operate print production equipment and related binding equipment.

### **II. Typical Duties**

1. Sets up and operates offset press equipment, performs adjustments as required, cleans and lubricates machine parts.
2. Prepares paper off-set masters from original copy.
3. Performs a variety of related bindery duties such as drilling, collating and stapling materials.
4. Sorts, wraps, labels and distributes completed copies.
5. Maintains master files and records printing job statistics.
6. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 10 and two years' recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.