
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical
Grid: 16

Class Series: Printing
Class Title: Printer II

I. Level Definition

Positions at this level set up and operate print production equipment, and prepare negatives and metal offset plates.

II. Typical Duties

1. Sets up and operates copy camera to produce negatives for offset plates. Develops and prepares negatives for use.
2. Places negative and sensitized plate in plate-making machine, adjusts settings for correct exposure and produces a metal offset plate.
3. Sets up and operates offset press equipment, performs adjustments as required, cleans and lubricates machine parts.
4. Performs a variety of bindery duties such as drilling, collating and stapling materials.
5. Types forms, does layout work for forms, brochures, illustrations and art work.
6. Maintains master files and records printing job statistics.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 and three 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.