



## **JOB DESCRIPTION**

Salary Grade: 5 CUPE 1328
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**Job Title:**  
**Sr. Print Clerk**

### **PRIMARY FUNCTION**

The primary function of this job is to produce printed material for schools, curriculum support centres and administrative offices by operating high volumes, specialized commercial print production equipment.

### **MAIN RESPONSIBILITIES**

1. Produces printed materials using of the following pieces of equipment as assigned or required by:
  - operating various Xerox print production equipment including Xerox Docutech 6180, Docutech 6100; Xerox Docutech 65, Xerox Digipath and Docutech publisher systems, Xerox Docuprint 96 , Xerox Doculink
  - 5690 Xerox DocuColour 12 printer, and Offset printers (TCS-System 4 and 1360) etc.
  - operating the platemaker (i.e. camera) and Offset printer by, making a master copy (i.e. plate) using the camera, immersing plate in solution to prevent image from smearing, positioning plate in printer, ensuring there is sufficient ink and paper in printer, pushing start button on printer, and adjusting controls as required
  - operating bindery equipment, automatic collator, automatic 3-hole and cerlox paper punches, automatic paper folder, automatic padding machine and cerlox binding machine
  - monitoring machines and checking quality of production copies
2. Performs basic maintenance on printing and bindery equipment, and monitors supplies and undertakes required repair of print jams within parameters specified for equipment operators versus Xerox technicians

3. Tackles network connectivity problems with Information Technology staff; and font and graphic compatibility issues with supervisors of the Communications Department and graphic artists.
4. Liaises with departments and schools regarding the production of original print production documents as to format and compatibility with Xerox hardware and software, performs test runs of jobs for format and quality, and contacts Xerox technical representatives if required for problem solving.
5. Liaises with external print production companies as necessary (i.e. sending printing jobs to external companies, with the approval of the Supervisor of Printing and Office Services, when print jobs cannot be done properly internally) and communicates with them the requirements the jobs.
6. Liaises with Executive Office staff and the Board recording secretary to determine specific requirements and included items for distribution to the Board of Trustees, to ensure that the required materials are correctly packaged in meeting with the by-law provisions for notice and delivery of materials, for courier deliveries.
7. Assigns specific print production tasks to printing clerks and monitors the quality of work performed, and trains new staff to operate equipment as required.
8. Assists in moving paper supply to print shop weekly and delivers paper to photocopier stations bi-weekly by lifting boxes of paper (approximately 30 – 40 lbs. each) from loading dock onto dolly, pushing dolly to deliver paper supply to photocopier locations and printing machines. And/or unloading paper onto floor and stacking paper onto shelves up to 5 ½ feet high in the storage area.

**SKILL**

- 2 year college diploma or equivalent.
- 6 – 12 months related experience.

**EFFORT**

- Complexity of the job is meeting with deadlines when times that the appropriate machines are not running and making adjustments in order to complete the required printing jobs. Complexity in prioritizing the printing jobs by date, size or importance and making creative suggestions to schools and departments to produce more cost-efficient and visually improved printing jobs.
- Job requires periods of standing and/or sitting (up to 90% daily) while operating printing and certain bindery equipment, visual strain monitoring copy quality (less than 10% daily), manual dexterity and physical concentration in operating ,

adjusting, and cleaning equipment (less than 10% daily), and lifting boxes of paper weighing 30 – 40 lbs. each bi-weekly for 20 – 30 minutes.

**RESPONSIBILITY**

- Independence of action in making service calls for machine maintenance, ordering supplies for rush jobs. Scheduling assignments for print clerks and overseeing the print shop in the absence of the supervisor.
- Errors which may occur in this job include improper use of equipment, and poor quality printing. Errors would result in damage to equipment and body injury, paper waste, loss of time and money. Disruption of Board and Committee process due to missing information.
- Contacts with Board staff (departments and schools), suppliers and external agencies.

**WORKING CONDITIONS**

- Exposure to noise, paper dust and chemical used in printing (offset) and cleaning. Safety precautions required when operating equipment.
- Stress from meeting deadlines and urgent jobs. Stress from interruptions and overtime.