



## **JOB DESCRIPTION**

Salary Grade: 3 CUPE 1328
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**Job Title:**  
**Print Clerk**

### **PRIMARY FUNCTION**

The primary purpose of this job is to produce printed materials for schools, curriculum support unit, administrative offices and external clients (union or other boards) by operating printing equipment.

### **MAIN RESPONSIBILITIES**

1. Produces printed materials using one of the following pieces of equipment as assigned or required by:
  - 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 the network printing systems (Xerox Docutech publisher system, including Xerox Docutech 6180, Docutech 6100, Docutech 65, and 2 DocuColour printers)
  - monitoring machines and occasionally checking quality of copies
2. Works with other equipment as assigned or required by operating bindery equipment including: automatic collator, automatic 3-hole and cerlox paper punches, automatic paper folder, automatic padding machine (binds writing pads), and cerlox binding machine.
3. Assists in moving paper stock for printing work by:

- Using dolly to deliver paper supply to printer locations and unloading paper next to machines
4. Train new staff to operate equipment as required.
  5. Performs basic maintenance on printing and bindery equipment, and monitors supplies by:
    - Cleaning, adding toner or ink, and required lubricants/solutions to respective machines, making a list of any problems with printing equipment for the next maintenance call by the service representative, phoning service company for service call as per maintenance agreement
    - Informing supervisor when paper supplies are low, and maintaining adequate supply of cleaners, inks and toners for printing equipment by phoning supplier as required.
  6. Performs other duties as assigned or required.

**SKILL**

- Secondary School Diploma with emphasis on printing courses equivalent to 1 year post secondary, or equivalent
- 3 – 6 months related experience

**EFFORT**

- Complexity of the job is knowing how to operate equipment properly and making minor adjustment as required.
- Job requires periods of standing and/or sitting (up to 90% daily), visual strain when scanning (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 weekly for 20-30 minutes.

**RESPONSIBILITY**

- Independence of action in deciding whether copy quality is adequate.
- Errors which may occur in this job include improper use of equipment and poor quality printing. Errors would result in minor damage to equipment, paper waste, inefficient use of time and money, and printed material not received on time by users.
- Contacts with secretaries and C.E.C. staff daily regarding status of printing job. Contacts with suppliers to order additional supplies, and with service representative monthly or as required regarding service equipment.

**WORKING CONDITIONS**

- Exposure to noise, chemical fumes and odors daily. Further exposure to warm temperatures and air-borne toner in the convenience copy room (still exists?). Handling chemicals such as cleaners and solvents, ink and printing solutions daily. Safety precautions required when operating equipment.
- Stress from equipment failure when urgent printing jobs have to be completed, phone interruptions while making machine adjustments, required overtime (occasionally), deadlines for urgent jobs such as Board and Committee agendas.