



Provincial Job Description

TITLE:
(052) Print Shop Operator

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Produces and distributes print shop material.

QUALIFICATIONS:

- ♦ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ♦ Basic computer
- ♦ Basic keyboarding skills
- ♦ Communication skills
- ♦ Organizational skills
- ♦ Interpersonal skills
- ♦ Ability to work independently

EXPERIENCE:

- ♦ Previous: Six (6) months previous printing/print shop experience.

KEY ACTIVITIES:

A. Printing

- ◆ Advises customers regarding available services, costing, orders and print service policies.
- ◆ Sets up and operates printing equipment.
- ◆ Prints and duplicates printed material.
- ◆ Prepares documents for printing.
- ◆ Chooses from a wide variety of paper products.

B. Finishing

- ◆ Processes printed material (e.g. trim and fold paper, laminate, collate).

C. Inventory Control/Distribution

- ◆ Fills orders.
- ◆ Tracks requisitions, and shipping details.
- ◆ Maintains adequate paper and printing supplies.
- ◆ Communicates with suppliers/vendors.
- ◆ Ships/receives printing materials.
- ◆ Processes returns.

D. Related Key Work Activities

- ◆ Maintains and repairs equipment.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Provides input into developing printing policies.
- ◆ Prints business cards.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September 17, 2025