



Provincial Job Description

TITLE:
(053) Head Print Shop Operator

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Oversees printing services and ensures standardization of forms/documents.

QUALIFICATIONS:

- ♦ Graphic Communications diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ♦ Intermediate computer skills
- ♦ Communication skills
- ♦ Interpersonal skills
- ♦ Organizational skills
- ♦ Leadership skills
- ♦ Ability to work independently

EXPERIENCE:

- ♦ **Previous:** Twelve (12) months previous experience working in a print shop environment.

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ Provides limited direction to other print shop staff.
- ◆ Prioritizes workload, schedules staff and deals with payroll issues.
- ◆ Provides input into recruitment of new staff.
- ◆ Trains new staff.
- ◆ Informs staff of changes in procedures.
- ◆ Provides input into performance appraisals and performance reviews.
- ◆ Prepares work schedules, vacation schedules, time sheets and staff change forms.
- ◆ Creates work processes.
- ◆ Coordinates and assigns department workflow.

B. Form and Document Design

- ◆ Designs/Standardizes forms, booklets, brochures, business cards and templates and maintain electronic files.
- ◆ Discusses design options.
- ◆ Implements and informs staff of guidelines and procedures.
- ◆ Performs desktop publishing.

C. Printing Services / Operate Printing Equipment

- ◆ Operates printing equipment.
- ◆ Makes decisions regarding printing methods to be used.
- ◆ Checks printed material to ensure quality/quantity.
- ◆ Discusses printing options and guidelines.
- ◆ Calls service personnel to discuss equipment and print quality problems, concerns and possible solutions.

D. Inventory

- ◆ Orders equipment, paper and printing supplies.
- ◆ Maintains inventory.

E. Related Key Work Activities

- ◆ Maintains statistics.
- ◆ Meets with sales personnel to discuss product and equipment.

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