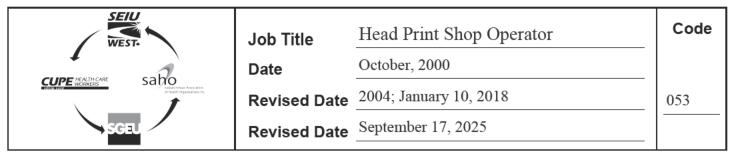
Job Evaluation Rating Document



Decision Making	Degree
Makes choices about work priorities when dealing with urgent printing needs and regular work requirements. Prioritizes and arranges work schedules/staff to meet unexpected needs.	
	3.0

Education	Degree
Grade 12. Graphic Communications diploma (Saskatchewan Polytechnic 1660 hours).	
	4.0

Experience	Degree
Twelve (12) months previous experience in a print shop environment. Nine (9) months on the job to develop supervisory/administration skills and become familiar with department policies and procedures.	5.0
	3.0

Independent Judgement	Degree
Print shop duties are defined by standard practice and procedure. Exercises judgement when deciding on the method of printing, checking printed material, discussing equipment options and working with service personnel to resolve equipment/quality problems.	3.5

Working Relationships	Degree
Requires tact to discuss problems regarding printing options/costs with customers. Arranges for repair and maintenance services regarding equipment and supplies. Provides technical explanation and/or advice to customers regarding form standardization.	3.5

Job Title

Impact of Action	Degree
Impacts may cause minor delays and/or damage to expensive equipment. Inaccurate work schedules may cause minor delays in service.	
	2.0

Assigns, checks and maintains flow of work for printing staff. Performs more complex work associated with form/document design and print shop operation. 3.0

Physical Demands	Degree
Regular effort operating equipment, lifting and moving printing supplies with regular hand-eye coordination designing forms.	
	2.0

Sensory Demands	Degree
Regular effort utilizing computer for form design, operating and listening to equipment and observing print quality. Periods of competing multiple sensory demands while operating equipment, monitoring print quality and coordinating the work of others.	
	2.5

Environment	Degree
Regular exposure to major conditions or hazards such as toner, sharps and noise.	
	4.0