

# Job Evaluation Rating Document

|                                                                                   |                     |                               |                        |
|-----------------------------------------------------------------------------------|---------------------|-------------------------------|------------------------|
|  | <b>Job Title</b>    | Printing Services Coordinator | <b>Code</b><br><br>205 |
|                                                                                   | <b>Date</b>         | October, 2000                 |                        |
|                                                                                   | <b>Revised Date</b> | 2004; January 10, 2018        |                        |
|                                                                                   | <b>Revised Date</b> | September 17, 2025            |                        |

|                                                                                                                                                                        |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Decision Making</b>                                                                                                                                                 | <b>Degree</b> |
| Makes choices about work priorities when dealing with urgent printing needs and regular work requirements. Prioritizes and arranges schedule to meet unexpected needs. |               |
|                                                                                                                                                                        | 3.0           |

|                                                                                 |               |
|---------------------------------------------------------------------------------|---------------|
| <b>Education</b>                                                                | <b>Degree</b> |
| Grade 12. Graphic Communications diploma (Saskatchewan Polytechnic 1660 hours). |               |
|                                                                                 | 4.0           |

|                                                                                                                                                                                                            |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Experience</b>                                                                                                                                                                                          | <b>Degree</b> |
| Nine (9) months previous experience working in a printing operation. Nine (9) months on the job to develop coordination/administration skills and become familiar with department policies and procedures. |               |
|                                                                                                                                                                                                            | 5.0           |

|                                                                                                                                                                                                                                                                  |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Independent Judgement</b>                                                                                                                                                                                                                                     | <b>Degree</b> |
| 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           |

|                                                                                                                                                                                                                                                            |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Working Relationships</b>                                                                                                                                                                                                                               | <b>Degree</b> |
| 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           |

|                                                                                                                                                                                                                                                                                              |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Impact of Action</b><br><br>Impacts may cause minor delays and/or damage to expensive equipment. Inaccurate work records may cause minor delays in service.                                                                                                                               | <b>Degree</b><br><br>2.0 |
| <b>Leadership and/or Supervision</b><br><br>Provides limited direction to other printing staff by assigning and maintaining work flow.                                                                                                                                                       | <b>Degree</b><br><br>3.0 |
| <b>Physical Demands</b><br><br>Regular effort operating equipment, lifting and moving printing supplies with regular hand-eye coordination designing forms.                                                                                                                                  | <b>Degree</b><br><br>2.0 |
| <b>Sensory Demands</b><br><br>Regular effort with form designs utilizing computer, 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. | <b>Degree</b><br><br>2.5 |
| <b>Environment</b><br><br>Regular exposure to major conditions or hazards such as toner, sharps and noise.                                                                                                                                                                                   | <b>Degree</b><br><br>4.0 |