

BINDERY EQUIPMENT OPERATOR II**KIND AND LEVEL OF WORK**

This is routine work applying bindery skills, and setting up and operating the full range of equipment normally used in assembling and binding a variety of forms and printed materials.

Assignments are received in written form, and completed work is checked by the supervisor for compliance with work order specifications and standards of quality. Machines are set up, operated, and maintained according to established procedures. Setting up machines requires taking into account certain variables, such as, size and thickness of paper, the number of sequential steps in the process, the spacing and feeding of sheets, and the number of sets of processed material to flow from the machine, and ensuring by trial run that the work turned out meets specifications and standards of quality. Operating problems that cannot be resolved by adjustments to the equipment, or specifications that require additional steps in the sequence of work, or otherwise affect the rate of production are referred to the supervisor with suggested alternatives to meet production schedules. Tending machines during production runs requires responding to indicators and signals warning of malfunctions and making adjustments, and in the case of equipment breakdown, identifying the specific steps in the operation affected and notifying the supervisor who arranges for repairs to be made. Minor maintenance of equipment requires lubricating moving parts, removing, cleaning, sharpening, or changing components, such as drill bits, according to standard procedures.

TYPICAL DUTIES

In addition to independently performing the duties listed for the Bindery Equipment Operator I, performs the following duties:

Identifies and rejects printed sheets of poor quality, and advises supervisor when large runs are significantly affected.

Instructs new employees in setting up, loading, operating, adjusting, and maintaining equipment.

EDUCATION AND EXPERIENCE

Some experience in bindery work in the application of paper handling techniques and bindery equipment operation; completion of the tenth school grade; or equivalent combination of experience and education.

BUILDING PATROL OFFICER #5207

KIND AND LEVEL OF WORK

This is routine work safeguarding provincial buildings, properties and exhibits from damage, loss or improper use.

Emphasis is on ensuring the safe and efficient operation of the SAIT Campus Centre. Duties are reviewed in some cases by occasional supervisory inspection and in others by a shift supervisor. The work is evaluated in terms of results obtained.

TYPICAL DUTIES

- Makes rounds of Campus Centre to ensure all staff and areas are secure, and clientele are receiving customer services as requested.
- Uses own initiative in cases of unusual disturbances and informs Campus Security when appropriate.
- Responds to emergency alarms.
- Maintains orderly conduct of all public utilizing the Campus Centre.
- Performs required set-up for room bookings which may include lifting or moving of light furniture (chairs, overhead projectors).

KNOWLEDGES, ABILITIES AND SKILLS

- Knowledge of the layout of the Campus Centre and of the rules and regulations governing it.
- Ability to deal tactfully with the public and student body.
- Ability to notice and report anything out of the ordinary which might result in loss or damage to property.
- Ability to follow oral and written instructions.

EXPERIENCE AND EDUCATION

- Some experience in work providing familiarity with Campus Centre and regulations to safeguard Campus Centre and personnel.
- Completion of the 12th grade or an equivalent combination of experience and education.