

DUPLICATING OPERATOR II

This is skilled work in the operation of offset equipment for single or 2 colour work.

TYPICAL DUTIES

- sets up and operates offset machines which use metal plates or paper masters in reproduction; uses black and coloured inks and a variety of paper stocks
- mixes ink for use in machine
- cleans and maintains equipment
- sets daily routine to accomplish work

MAJOR ALLOCATING FACTORS

Skills/Expertise

Positions require demonstrated ability in the operation of offset press equipment including close register colour work. Knowledge/expertise in the operation/routine maintenance of related equipment is essential. Organizational and communication skills are required.

Independence/Decision making

Work is performed in accordance with well-established policy and procedure. Positions make routine decisions within the confines of these policies and procedures. Priorities are generally established by a supervisor; positions may set their daily routine. Work is reviewed upon completion on the basis of quality of print and colour.

Contacts

Contacts are primarily internal to SAIT and may include discussing job requirements and timelines with users. If repair

is needed the supervisor usually handles the external contacts.

Supervisory Responsibility

Positions may provide guidance to co-workers, students, or casual employees.

MINOR ALLOCATING FACTORS

Originality

Some opportunity may exist to determine job set up. Positions have input into workflow/operations enhancement for the work unit.

Consequence of Error

Errors in misreading instructions, inconsistency of mixing of ink colours, incorrectly setting up press would result in re-running the job which is costly and results in time delays. Incorrect handling of hazardous materials could have significant consequences.

EDUCATION/EXPERIENCE

High school plus a minimum 2 years offset press experience; or an equivalent combination of education and experience.

NOV '90

CS-016

DUPLICATING OPERATOR III

This is skilled work operating offset presses for multicolour work.

TYPICAL DUTIES

- Operates large, complex offset machines; uses skill in adjusting roller pressure, dampening systems, position metal plates, ink flow, etc.
- Performs basic maintenance on press; resolves operational problems
- Acts as lead hand when required by assisting lower level operators.
- Orders supplies
- Coordinates material preparation and operation of offset press
- maintains job related statistics

MAJOR ALLOCATING FACTORS**Skills/Expertise**

Positions require skill in the operation of large offset press machines including the use of half tone, tight register and color production. The ability to troubleshoot and resolve equipment problems and act as lead hand to other operators is required. Organizational and communication skills are essential. Ability to utilize mainframe for data entry is required.

Independence/Decision making

Work is performed in accordance with policies and procedures; positions seek clarification on matters which conflict with the policies and procedures. Instructions are usually general in nature. Positions work independently in day to day operational matters.

Contacts

Contacts are internal to SAIT and largely confined to the work unit for the relay of information. Occasionally the position may deal with user department clients to have quality checked prior to production. Positions may have contact with external suppliers or technicians.

Supervisory Function

Positions serve as leadworker. Positions may distribute work and train others in the unit. Serves as supervisor during supervisor's absence.

MINOR ALLOCATING FACTORS

Originality

Opportunity exists to determine job set up. Positions may make recommendations for workflow/operations enhancement for the work unit.

Consequences of Error

Errors in misreading instruction, inconsistency of mixing of ink colours, incorrectly setting up press would result in re-running the job which is costly and results in time delays. Incorrect handling of hazardous materials could have significant consequences.

EDUCATION/EXPERIENCE

Grade 12 completion supplemented by a Graphic Arts Craftsman Certificate plus 1 - 3 years related experience including supervision; or an equivalent combination of education and experience.

NOV '90

CS-017

DUPLICATING OPERATOR IV

This is responsible supervisory work directing a printing/copying equipment operation.

TYPICAL DUTIES

- supervises staff operating a variety of copying/duplicating and bindery equipment and carrying out related functions
- coordinates the work flow in the press/bindery room to meet deadlines and maintain quality standards
- assists with production problems
- orders press room supplies
- operates equipment as required
- enters and maintains job related statistics
- assists in budget preparation

MAJOR ALLOCATING FACTORSSkills/Expertise

Positions require thorough knowledge of pressroom equipment and the ability to troubleshoot and resolve equipment problems. Skill in the use of automated systems as well as supervisory, communication, interpersonal and organizational skills are essential. Thorough knowledge of departmental procedures as well as SAIT's budgetary process is required.

Independence/Decision Making

Positions work independently within established guidelines and procedures. Positions have considerable independence and authority in all day to day operational matters and in the coordination of the workflow of the area. Positions may set work standards for the unit. Positions may purchase in accordance with budgeting limitations. Work is reviewed for the effectiveness of the work unit in meeting quality and efficiency standards.

Contacts

Internal SAIT contacts are for the purpose of providing and/or obtaining information. External contacts are with suppliers and equipment technicians generally on a weekly basis to, for example obtain prices and information on equipment or to resolve equipment problems.

Supervisory Responsibility

Positions supervise staff, including hiring and training employees in work methods and procedures, distributing work, and reviewing completed work. Positions carry out performance reviews and take corrective action as required.

MINOR ALLOCATING FACTORS

Originality

Positions research/investigate new products and suppliers and make recommendations for purchase. They establish administrative procedures for the work unit and develop related training programs.

Consequence of Error

Errors in providing instruction to subordinates could result in a job having to be re-done resulting in additional cost and time delay. Errors could result in decrease in quality of work or efficiency of work unit. Incorrect handling of hazardous materials could have significant consequences.

EDUCATION/EXPERIENCE

Grade 12 completion supplemented by a Graphics Arts Craftsman Certificate plus 3 - 5 years related experience including supervision; or an equivalent combination of education and experience.

NOV '90

CS-018