

KIND AND LEVEL OF WORK

This is supervisory work in planning, directing and inspecting the maintenance and renovation work in a group of buildings.

Employees in this class are responsible for the maintenance and renovation of buildings or a group of buildings, with a total building area of 1,000,000 square feet or less. Incumbents allocate and coordinate the work of a moderate sized group of journeyman and semi-skilled workers, representing the full range of trades disciplines. Instruction and requests are received from Managers in the form of work orders, sketches, blueprints, or specifications. Work is evaluated through reports, discussions and direct observation.

EXPERIENCE AND EDUCATION

Considerable foreman level experience in construction, maintenance, repair and installation work; completion of the twelfth school grade and an approved apprenticeship in one or more applicable trades, and technical courses relating to the building and mechanical trades; or an equivalent combination of experience and education.

**GRAPHIC SERVICES COORDINATOR**

This is administrative and technical work overseeing all production sections of Graphic Services.

**TYPICAL DUTIES:**

- functionally supervises and coordinates workflow of several interrelated areas by scheduling work, and planning work methods; monitors work in progress; and ensures quality control of completed work
- orders materials
- coordinates off campus printing by consulting with clients and vendors, compiling specifications, recommending vendors, resolves client-vendor problems.
- recommends yearly budget to department manager
- acts for manager in his/her absence
- provides advice on printing and duplicating matters to clients
- organizes and coordinates annual inventory for area

**MAJOR ALLOCATING FACTORS****Skills/Expertise**

Positions require thorough knowledge of graphic processes including typing, typesetting, duplication, offset press, and bindery in order to coordinate departmental workflow and estimate job costs. Knowledge of SAIT's budgetary process and skill in the use of automated systems and software packages is required. Excellent supervisory, organizational, interpersonal, and communication skills are essential.

**Independence/Decision making**

Positions work independently within established guidelines. Positions have considerable independence and authority in all day to day operational matters including ordering of materials, and in coordination of on and off campus printing in the scheduling

of work. Positions are involved in interpretation of existing policies and procedures. Recommendations are made to clients regarding production methods, stock type, ink colour, etc. Positions plan work methods for unit staff.

Contacts

Positions have extensive contact internally with SAIT buyers and clients, and externally with suppliers. The purpose of the contact is to exchange information, resolve difficulties, and to negotiate timelines and services.

Supervisory Responsibility

Position may supervise staff. Position has strong functional supervisory responsibility over the entire area.

MINOR ALLOCATING FACTORS

Originality

Positions establish new work techniques to increase departmental efficiency. Positions determine most economical use of existing materials and resources. Research and correspondence composition are features at this level.

Consequence of Error

Errors could result in inconvenience or financial loss to SAIT, or unacceptable completed work which may adversely impact SAIT's public image.

Educational Experience

Grade 12 completion supplemented by a Graphic Arts Craftsman Certificate plus a minimum 5 years related experience in commercial or in-house printing; or an equivalent combination of education and experience.

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