

Benchmark Title	Print Operator
Group	[5] Technical
Sub-Group	(b) Printing
BM Pay Grade & Job Code	<ul style="list-style-type: none"> . Base Level (Pay Grade 2) [Job Code 288601] . Supervision Level 4 or 5 (Pay Grade 3) [Job Code 288602] <hr/> <ul style="list-style-type: none"> . Second Language required, plus Supervision Level 3, 4, or 5 (Pay Grade 3) [Job Code 288602]
Scope & Level Definition	Jobs at this level operate and oversee the maintenance of high speed, high volume copiers, producing small and large batches of printed material such as brochures, posters, and forms.
Sample Duties at this Level	<ul style="list-style-type: none"> . Prepares printed material for the department (e.g., brochures, pamphlets, posters, forms, senate packages, material for student recruitment) in both colour and black & white . Operates computerized, high speed, high volume copiers . Receives document files electronically . Performs routine calibration and minor maintenance of copiers, including removing paper jams and changing toner . Refers complex problems to vendors for repair . Makes arrangements for regular maintenance and repair of copiers . Performs routine administrative work such as ordering supplies (e.g., paper, toner, copier parts) . Receives work orders, logs and enters charges to departments in spreadsheets, and forwards to the Finance department . Ensures delivery of completed jobs . Assembles documents in preparation for printing using appropriate software
Knowledge (Education & Experience)	<ul style="list-style-type: none"> . High school graduation, plus one year printing production course, plus one year of related experience OR <ul style="list-style-type: none"> . An equivalent combination of education and experience
Judgement, Authority, Decision Making	<ul style="list-style-type: none"> . Works under general supervision . Work is performed in accordance with established procedures and well-defined standard practices involving limited freedom to select which methods are applicable in any given situation . Job tasks are usually well defined through others requiring the use of established guidelines where there is little or no choice of action . Some planning may be required . Performs routine duties independently
Creativity, Problem Solving, Analytic and/or Technical Thinking	<ul style="list-style-type: none"> . Job duties are of a straightforward procedural nature . Assembles and maintains data and/or information and ensures its reliability and quality . Resolves routine problems and refers other problems to senior staff. . Some opportunity for improvement of work methods that are of a straightforward procedural nature

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Responsibility for the Work of Others	<p>Levels of Supervision:</p> <p>[1] Is not required to supervise; may explain work procedures to new or inexperienced staff</p> <p>[2] Formally trains new staff on work procedures, and/or oversees work of students and/or temporary staff</p> <p>[3] Supervises up to and including one (1.0) FTE ongoing, permanent staff member, and/or up to and including five (5) temporary staff, students, and/or volunteers</p> <p>[4] Supervises more than one (1.0), up to and including two (2.0) FTE ongoing, permanent staff members, and/or more than five (5) temporary staff, students, and/or volunteers</p> <p>[5] Supervises more than two (2.0) FTE ongoing, permanent staff members</p>
Interpersonal Skills	<p>Basic interpersonal skills are required</p> <ul style="list-style-type: none"> . Exchanges routine information . Responds to basic requests for information . Provides information that is easily accessible within the work area
Working Conditions	<ul style="list-style-type: none"> . Frequent daily exposure to minor disagreeable conditions . Work pressures, peak periods, multiple demands, and interruptions moderately impact task completion ability
Physical and Sensory Effort	<ul style="list-style-type: none"> . Minor fatigue results from the requirement for extra attentiveness for performance of some detailed tasks requiring consistency and accuracy . The incumbent may change to alternative tasks requiring less sensory effort
	<p>This benchmark is for classification purposes only, and is not a job description. Benchmark qualifications represent the amount of education and experience typically required for full performance on the job, and are outlined for classification and compensation purposes. Note that specific "abilities" and "knowledge" required for the job should be outlined in the job description and posting, but are not specified in the benchmark.</p>