**Department of Human Resources**

**OPSEU Job Description**

**Job Title:**  Print Shop Operations Assistant

**Job Number:**  SO-319

**NOC:** 7381

**Band:**  3

**Department:**  Financial Services

**Supervisor Title:** Manager, Print & Retail Services

**Last Reviewed:** November 24, 2015

**Job Purpose**

Reporting to the Manager, Print & Retail Services, the Print Shop Operations Assistant assists in the operations of the Print Shop, providing customer service by processing print requisitions and copying requests.

**Key Activities**

1. Operates colour copier, electronic printing press, fax machine and bindery equipment.
2. Communicates with clients by phone or at the Print & Post front counter, answering questions on printing, copying and bindery needs.
3. Programs vendor cards for University photocopiers.
4. Obtains photocopier readings from all University copiers and reports those readings to copier vendor for billing purposes.
5. Processes printing requests, office supply orders and photocopier supply orders.

**Education**

Secondary school diploma required.

**Experience Required**

* Minimum 6 months experience working in a related field such as an administrative or office environment; demonstrated experience working with photocopiers, printers, fax machines, etc.
* Intermediate level of computer skills; proficiency in MS Word, Excel and PowerPoint

**Communication**

*Indicate the title(s) of individuals internal and external to the University that the incumbent communicates with on a regular basis. Provide a brief description of the purpose for communicating with these individuals*

**Internal Contact**

Faculty, staff, students - consult and advise on printing requests.

**External Contacts:**

External Clients - advise on printing requests

**Motor/ Sensory Skills**

*Indicate the level of proficiency or precision in motor or sensory skills required by the job. Examples include but are not limited to: small/large movement to operate machinery; coordinated movement; equilibrium to maintain balance; dexterity to grasp, move, assemble objects or operate equipment; hearing, sight, touch, smell, taste. Provide a brief description of tasks performed that require motor/sensory skills.*

**Motor Skills:**

**Skill Type** **Job Requiring**

Fine Motor Skills Electronic duplicator and assorted bindery equipment, requires

accuracy and precise movements.

oordination Loading equipment with paper, chemicals, toner, specific ink

colours

Equilibrium Unloading, moving shelving, packing paper for print jobs and

office supplies

**Sensory Skills:**

**Skill Type** **Job Requiring**

Hearing Constant high noise level, interpret unusual noises in equipment

Seeing Mix and match ink colours, constantly checking quality, match

paper colour with bindery materials

Smell Fumes from toners

Touch Texture of paper stock, precise settings on machinery

**Effort**

*Indicate the physical and/or mental demands of the position in the ordinary course of performing the role. Examples include but are not limited to: lifting, moving, carrying, pushing/pulling, reaching, kneeling, remaining motionless, sustained concentration or focus. Provide a brief description of the tasks performed that are physically and/or mentally demanding.*

**Mental Effort:**

**Description** **Job Tasks Required**

Seeing Constantly monitor quality of printed materials

Listening Continuous interruptions by phone, front counter

Smell Constant odours within shop

**Physical Effort:**

**Description** **Job Tasks Required**

Standing Running all print shop equipment

Bending Adjusting equipment to produce quality

Lifting Unloading boxes of paper

Carrying Boxes of paper, office supplies, finished printed materials

Sitting Collating and packaging order

**Working Conditions**

*Indicate any physical and psychological conditions of the position that make the job unpleasant, disagreeable and/or hazardous to health and well-being. Describe the nature, frequency and duration of exposure.*

**Psychological Conditions:**

**Condition**

* Lack of control

* Priorities
* Interruptions

**Physical Conditions:**

**Condition**

* Constant exposure to load noises, fumes and machinery