



CLASSIFICATION SPECIFICATION

Classification: Printer
Pay Grade: OOP

Department: Legislative Services
Division/Section: Legislation

I. JOB FUNCTIONS

Performs a variety of skilled printing functions including setting up and operating printing equipment and assists departments with technical printing matters.

II. TYPICAL DUTIES

Sets up and operates printing equipment including operating offset and letter presses and other equipment in printing.
 Binds forms, pamphlets, charts, booklets and similar items.
 Prepares photographic plates involving proper positioning, layout adjustment, use of standard chemicals and procedures prior to exposing, developing and finishing plates after exposure.
 Schedules work, forms design, controls and ensures availability of required inventory and materials.
 Operates a power cutter in cutting and trimming a variety of printed forms.
 Cleans, oils, adjusts and makes minor repairs to printing machines.
 Assists departments with technical printing matters.
 Performs various printing assignments ensuring that quality and quantity standards are met.
 Assists with and advises with the review of new developments in printing methods and equipment.
 Maintains records and prepares related reports as required.
 Assists other staff in performing their duties.
 Responds to inquiries from staff, the public and others.

III. WORKING CONDITIONS/EFFORT

Print shop environment.

IV. KNOWLEDGE, ABILITY AND SKILL

Ability to communicate effectively both orally and in writing.
 Ability to understand and effectively carry out oral and written instructions.
 Ability to establish and maintain effective working relationships with staff and others.
 Ability to work independently and organize, plan and schedule work projects.
 Ability to maintain records and estimate time, material and cost.
 Ability to operate printing machinery, prepare photographic plates and perform maintenance tasks.
 Ability to prepare difficult layouts and perform highly technical or specialized printing assignments.
 Considerable knowledge of the practices, principles, methods, materials and equipment used in the printing trade as well as photographic and plate making work.
 Sound knowledge of forms design and the preparation of printing layouts and reports.
 Knowledge of the various types of paper and reactions of different types of paper to various inks.
 Knowledge of the principles of photography.
 Sound knowledge of office procedures, practices and equipment.
 Good knowledge of Surrey's policies, procedures and standards.
 Good working knowledge of applicable safety regulations.
 Physical strength, stamina and hand/eye coordination to carry out the duties of the position.

V. EDUCATION AND EXPERIENCE

Completion of Grade 12 and Lithographic Trades Qualifications. Considerable experience as a qualified printer.

VI. LICENSES, CERTIFICATES

Lithographic Trades Qualifications.