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CLASSIFICATION STANDARD

**PRINTING OPERATIONS**

**OPERATIONAL CATEGORY**

# CLASSIFICATION STANDARD

## **PRINTING OPERATIONS**

### Operational Category

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# Classification Standard

## Printing Operations

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| 4                |          | T. B.          | 1) Revision to Pre-Press Preparation<br>Jobs Nos. 3 and 5<br>Press Operation<br>Jobs Nos. 9 and 13<br>2) Addition of Pre-Press Preparation<br>Job No. 15<br>3) Change to the Page<br>Numbering System |

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## INTRODUCTION

This standard describes the classification plan to be used to allocate and evaluate positions in the Printing Operations Group. In addition to an introduction and definitions of the Operational Category and Group, the standard has two sections to be used to evaluate the positions allocated the group.

Section I is to be used to determine the sub-group to which positions belong and their job numbers. The section consists of a series of detailed descriptions of jobs within six occupational sub-groups. The occupational sub-groups defined in the standard are: Bindery, Composition, Pre-press Preparation, Press Operations, Maintenance and Job Planning and Control. Each job description consists of a brief summary and a description of the duties performed. Also this section includes the Junior Supervisor Rating Plan that is used to evaluate those positions that, in addition to the duties of a journey person in one of the sub-groups contain supervisory duties that are comparable to those illustrated by the Bench-mark Position Description.

Section II is to be used to determine the level of Senior Supervisory Positions and contains a Senior Supervisor Position Rating Grid and Bench-mark Position Descriptions that illustrate the assignment of positions to the five (5) level structure.

### Bench-Mark Position Descriptions

The bench-mark position descriptions provided in this standard are a listing of jobs allocated to the Printing Operations Group. The duties performed are matched to those illustrated in the bench-mark position descriptions and assigned to the appropriate sub-group and job number or level.

### Use of the Standard

There are three steps in the application of this classification standard:

1. The position will be allocated to the category and the group by referring to the inclusion and exclusion criteria.
2. The position will be identified as Non-supervisory, Junior Supervisory or Senior Supervisory.
3.
  - a) Non-supervisory and Junior Supervisory positions will be evaluated under Section I of the standard to determine the appropriate sub-group, job number and supervisory level.
  - b) Senior Supervisory positions will be evaluated under Section II of the standard.

CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards

GROUP DEFINITION

- For occupational group allocation, it is recommended that you use [the Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.



INTERPRETATION OF THE GROUP DEFINITION

To be allocated to the Printing Operations Group a position must, in addition to meeting the requirements for inclusion shown in the group definition, be a part of a printing or duplicating or photocopying environment that meets the mandatory criteria listed below:

- 1) The "printing or reproduction shop" is a distinct organizational entity in itself (eg. unit, section) or a part of a larger printing organization.
- 2) The shop activities are under the direction and control of a supervisor who has responsibilities for more than one of the following graphic arts processes including text preparation, plate making, printing/duplicating, high-speed photocopying, electronic pre-press, printing and bindery operations as outlined in the sub-group definitions. Also included are a small number of shops specializing in one of the processes (e.g. text preparation, typesetting, composition) which rely on other printing organizations such as Supply and Services Canada or private sector printers to perform the other graphic arts processes.

Positions that require the application of skill and knowledge acquired through formal printing apprenticeship in performing bookbinding, paper cutting, composition, pre-press preparation, lithographic press operation, maintenance and printing control duties are to be allocated to the Printing Operations Group, regardless of the environment in which they perform their duties.

SECTION INON-SUPERVISORY POSITIONS

Positions are allocated to sub-groups by reference to the definitions preceding each sub-group and matched with the job that best describes the duties being performed to determine the proper job number to be assigned. The list of duties is not intended to be comprehensive.

Notes to Raters

Certain responsibilities, inherent in the duties of a journeyperson/ tradesperson, include showing others how to perform duties or from time to time assigning work to apprentices or to employees performing less complex duties. These duties are not to be considered supervisory or rated under the supervisory rating plans.

JUNIOR SUPERVISORY POSITIONS

Positions are established as Junior Supervisor after confirmation that they contain supervisory duties that can be compared to the duties illustrated by the Nature of Supervisory Responsibility Chart and the Bench-mark Position Descriptions.

SUB-GROUP BINDERYDefinition

The duties of positions in this sub-group are to assemble and/or bind printed material; to operate bindery equipment such as: paper cutting, gathering and folding machines; to operate a photocopier; to operate such other manually, automated or electronically assisted bindery or distribution equipment, as may be required; and to perform other duties.

Descriptive Title: Bindery Worker  
Bindery Job No. 1

### Summary

Performs general work in the bindery, operates bindery machines, automatic collators with up to 12 bins inclusive, photocopying machines or such other equipment as required for bindery purposes; performs sorting and distribution work as required; performs a variety of hand operations in the bindery process; performs adjustments to machines; carries out minor maintenance tasks; maintains records; and performs other duties.

### Duties

Performs bindery functions by:

- punching or drilling holes, stamping numbers, gathering, stitching, indexing, stapling, folding, shrink-wrapping, sewing and gluing printed materials by hand or by the use of bindery equipment; - preparing paper stocks, adjusting bins, loading paper into machine, setting micro switch adjustments, adjusting stitching attachments;
- inspecting finished products;
- parceling and labeling completed jobs.

AND/OR

Operates automatic collators with up to 12 bins inclusive, by:

- selecting and preparing paper stocks; adjusting bin size according to specifications; loading paper stocks into machine;
- adjusting micro switches to ensure proper sheet feeding (no misses or doubles);
- making trial runs to verify the sequence of pagination against dummy lay-out sheet, if applicable;
- adjusting attachments such as folder, stitcher or cutter according to size and thickness of the job;
- unloading finished products.

AND/OR

Operates a photocopier to produce copies of reports, letters, charts, drawings and other printed material by:

- selecting, preparing and loading paper stocks and placing originals on platens or automatic feeders;
- examining the original copies, size and condition, in order to determine consequent action such as reducing or upgrading quality of print;
- selecting the mode of delivery;
- unloading and verifying the quality of the finished product.

Maintains records of printing and short order requisitions in the operator log by:

- screening and correcting information on the processing documents to ensure accuracy and completeness;
- entering commodity quantity information on the processing documents;
- checking and recording the number of originals, number of copies per original, total number of copies produced, whether one or two sided copy, etc.

AND/OR

Performs sorting and distribution work as required by:

- checking address label which indicates number of pieces to be sent;
- collating proper number of copies;
- stuffing and sealing envelopes;
- verifying that all material requiring sorting is complete and accurate and that corrective action is taken;
- sorting material according to instructions;
- recording work processing times and status of individual jobs;
- preparing documentation required for shipment and dispatching all output;
- maintaining specifications master files for sorting and distribution;
- collating material into packages;
- placing finished work on trolleys;
- operating machines such as polywrap equipment, stringer and postage meter;
- loading and unloading skids; operating hand and power transporter in a safe manner; making deliveries and pickups.

AND

Performs other duties such as: makes adjustments to machines, performs minor maintenance tasks and maintains records.

Descriptive Title: Bindery Worker Bindery Job No. 2

### Summary

Performs general work in the bindery, and performs up to, or including, 2 of the following operations: operates automatic collators with more than 12 bins; operates automatic sewing machines; operates cutting machines; operates folding machines; operates gathering machines, or carries out book binding hard cover operations. Carries out adjustments to machines and minor maintenance tasks; and performs other duties.

### Duties

Operates automatic collators, with more than 12 bins, by:

- selecting and preparing paper stocks; adjusting bin size according to specifications; loading paper stocks into machine;
- adjusting micro switches to ensure proper sheet feeding (no misses or doubles);
- making trial run to verify the sequence of pagination against dummy lay-out sheet, if applicable;
- adjusting attachments such as folder, stitcher or cutter according to size and thickness of the job;
- unloading finished products.

Makes ready, adjusts, operates, and maintains automatic sewing machines by:

- preparing and loading stock, parts of pamphlets or books sections;
- setting the adjustments on the automatic feeder; setting the adjustment for the glue; checking copies to ensure acceptable quality.

Operates cutting machines by:

- setting flat and three-way cutter machines, cutting guides, clamps and knives to cut paper or books to prescribed dimensions;
- placing stock of paper on the bed of the machine, rolling and folding oversize stock as necessary;
- examining cut stock for trimming imperfections such as ragged edges and incomplete cuts;
- changing knives and performing minor routine repairs and maintenance as required.

Operates folding machines by:

- preparing and loading stock;
- inserting trial sheet in the folding machine and setting guides;
- adjusting conveyor belts or knurled rollers to feed the sheet into folding rollers;
- adjusting screws to regulate tension on creasing blades and folding rollers according to thickness of paper and size and number of folds specified;
- setting slitting knives and/or perforation knives and/or scoring wheels to slit and/or perforate and/or score stock as required;
- stacking sheets to be folded and adjusting the machine during the production run.

Operates gathering machines by:

- adjusting screws and dials of gathering machines including side-wire, saddle-wire and perfect binding to set machine pockets, grippers and gripper feeders;
- regulating the flow of glue and speed of the conveyor;
- starting the machine and processing a trial sheet before starting the production run; - adjusting trimmers.

Carries out book-binding hard cover operations by:

- setting up and operating book-binding machines such as case makers, board and cloth cutters;
- binding books by compressing collated and sewn sections in a press backing, lining and headbands;

- making book covers, gluing covers to books, and inking and foil stamping covers; assembling blank books and loose-leaf binders;
- repairing damaged books by cleaning, reinforcing, sewing and gluing sections together and by relining and recovering books.

AND

Performs other duties such as:

- examining job orders and determining the best procedure to follow for each job;
- providing instructions to bindery workers and setting up bindery machines such as collators, drills, punches, and saddle stitch;
- performing general work in the bindery;
- performing minor routine repairs and maintenance.

Descriptive Title: Bindery Worker  
Bindery Job  
No. 3

### Summary

Performs general work in the bindery, and performs 3 or more of the following operations: operating automatic collators, with more than 12 bins; operating automatic sewing machines; operating cutting machines; operating folding machines; operating gathering machines, or carrying out hard cover book binding operations. Carries out adjustments to machines and minor maintenance tasks; and performs other duties.

### Duties

Operates automatic collators with more than 12 bins, by:

- selecting and preparing paper stocks; adjusting bin size according to specifications; loading paper stocks into machine;
- adjusting micro switches to ensure proper sheet feeding (no misses or doubles);
- making trial run to verify the sequence of pagination against dummy lay-out sheet, if applicable;
- adjusting attachments such as folder, stitcher or cutter according to size and thickness of the job;
- unloading finished products.

Makes ready, adjusts, operates, and maintains automatic sewing machines by:

- preparing and loading stock, parts of pamphlets or books sections;
- setting the adjustments on the automatic feeder;
- setting the adjustment for the glue;
- checking copies to ensure acceptable quality.

Operates cutting machines by:

- setting flat and three-way cutter machines, cutting guides, clamps and knives to cut paper or books to prescribed dimensions;
- placing stock of paper on the bed of the machine, rolling and folding oversize stock as necessary;
- examining cut stock for trimming imperfections such as ragged edges and incomplete cuts;
- changing knives and performing minor routine repairs and maintenance as required.

Operates folding machines by:

- preparing and loading stock;
- inserting trial sheet in the folding machine and setting guides;
- adjusting conveyor belts or knurled rollers to feed the sheet into folding rollers;
- adjusting screws to regulate tension on creasing blades and folding rollers according to thickness of paper and size and number of folds specified;
- setting slitting knives and/or perforation knives and/or scoring wheels to slit and/or perforate and/or score stock as required;
- stacking sheets to be folded and adjusting the machine during the production run.

Operates gathering machines by:

- adjusting screws and dials of gathering machines including side-wire, saddle-wire and perfect binding to set machine pockets, grippers and gripper feeders;
- regulating the flow of glue and speed of the conveyor;
- starting the machine and processing a trial sheet before starting the production run; - adjusting trimmers.

Carries out hard cover book-binding operations by:

- setting up and operating book-binding machines such as case-makers, board and cloth cutters;
- binding books by compressing collated and sewn sections in a press backing, lining and headbands;



- making book covers, gluing covers to books, and inking and foil stamping covers;
- assembling blank books and loose-leaf binders;
- repairing damaged books by cleaning, reinforcing, sewing and gluing sections together and by relining and recovering books.

AND

Performs other duties such as:

- examining job orders and determining the best procedure to follow for each job;
- providing instructions to bindery workers and setting up bindery machines such as collators, drills, punches, and saddle stitch;
- performing general work in the bindery;
- performing minor routine repairs and maintenance.

Descriptive Title: Large Format Map-Folder Operator  
Bindery Job No. 4

### Summary

Programs, sets up and operates a 1778 mm (70") cutter and 1651 mm (65") folder to process printed maps and charts; consults with clients on the feasibility and design of complex folding jobs and assists the supervisor to prepare estimates and determine cost effective routings; performs other duties.

### Duties

Programs, sets up and operates a 1778 mm (70") cutter by:

- planning work sequence to conform to established priorities;
- programming the micro-processor for back and side guage cuts and for compatibility to subsequent folding operations;
- determining the type of cut, positioning the stock and adjusting the press-grippers and side guage edges;
- selecting the blade type, angle and quality of hone and setting the cutting guides, clamps and knives;
- placing stock on the machine bed and folding oversize stock;
- examining the cut for trimming imperfections, ragged edges and completed stock;
- reporting problems to the supervisor for corrective action.

Sets-up and operates a 1651 mm (65") folder by:

- determining the grain direction and the folding orientation of stock;
- determining the need for pre-folding;
- maintaining the appropriate level of relative humidity at the work area;
- setting and checking the grippers, side gauges, buckle and folder configuration in accordance with map folding specifications;
- adjusting the conveyor tapes, blades and rollers to accommodate the stock size;
- setting the creasing, perforating and slitting mechanisms and stacking stock on the endless feeder;
- adjusting the folder during production runs and checking for paper folding impositions.

Discusses the feasibility, design and application of complex folding jobs with the client or supplier and provides the supervisor with information used in the preparation of cost estimates and the determination of cost effective routings. Perform other duties such as carrying out routine maintenance, checking work dockets for completeness and counting, binding and boxing folded maps and charts.

SUB-GROUP - COMPOSITIONDefinition

The duties of positions in this sub-group are to prepare copy for printing; to make up camera-ready copy for reproduction; to operate computerized equipment to capture key strokes from manuscripts and magnetic sources; to operate various mini and micro computers; to operate graphic input stations; to operate electronic printers; to operate photo type setting and online output units; to operate computerized graphic design systems; to operate electronic data transmission equipment; to mark text for input in the composition systems; to read proofs to detect and mark errors for correction; to manually make up camera-ready pages; to advise and design programs for customers; to resolve technical problems; and to perform other duties.

Summary

Operates computer output microfiche and non impact printing systems, performs the required maintenance functions, maintains records of printing requisitions, operates microfiche duplicators and performs other duties.

Duties

Operates computer output microfiche and non impact printing systems by:

- loading appropriate operating programs to start the system;
- selecting job program;
- operating tape drive;
- selecting and loading paper and/or film;
- reading start commands (eg: Job Control Language) and initiating start print operation;
- keying in instructions;
- resolving problems such as tape errors and clearing paper jams;
- determining quantity of duplicate microfiche according to job specifications;
- spot checking the quality of master and duplicate fiches;
- completing appropriate logs for control and costing purposes;
- completing cart label for sorting and distribution;
- verifying output reports for accuracy and alignment;
- delivering output report, files and tapes for distribution.

Performs ongoing and preventive maintenance and performs other duties.

Descriptive Title: Printing Compositor  
 Composition Job No.  
 2

### Summary

Sets up and operates media conversion equipment; sets up and operates word processing equipment or inputs copy on photocomposition systems; performs other duties.

### Duties

Sets up, adjusts and operates graphic input stations (eg. GIS Scanner), media conversion equipment (eg. Shaffstall, Keyword 7000, Kurzweil) and communications equipment; performs ongoing and preventive maintenance; by:

- loading appropriate operating programs to start the system;
- selecting job program and/or translation table;
- operating peripheral input and output devices;
- selecting and loading paper in appropriate trays;
- resolving problems including electronic and physical media problems;
- selecting density, contrast and screen settings;
- setting cropping marker;
- setting final size and destination;
- selecting a table for tracking and retrieval;
- diagnosing and resolving minor programs and equipment problems;
- maintaining logs or production records of work performed.

AND/OR

Composes copy for printing production, makes ready, adjusts and operates word processing equipment or inputs copy on photocomposition systems and associated equipment by:

- examining marked copy for typographical indications;
- inserting required codes for correct typographical presentation reproduction;
- keyboarding, storing, identifying, recalling and correcting copy;
- scanning input for mismatches, missing commands, macro signs;
- inserting required programs if necessary;
- outputting copy to printer;
- establishing floppy disc or cassette filing system for future use and keeping them up-to-date;
- loading and removing cassettes from phototypesetter;
- checking quality of output.

AND

Performs ongoing and preventative maintenance as required, and performs other duties.

Descriptive Title: Printing Compositor  
Composition Job No. 3

### Summary

Interprets customer specifications and designs and creates composition programs; produces camera-ready copies using the composition systems and operates electronic data transmission equipment; sets up and operates graphic input stations and determines required settings; makes camera copy ready for printing and for other associated processes; proofreads documents; performs other duties.

### Duties

Interprets customer specifications and designs and creates composition programs by:

- checking manuscript for missing folios and complexity of composition;
- coding manuscript by marking copy with computer language, (e.g. tabular matter, indentations, running heads or running feet, page number, charts, diagrams, etc.);
- developing specification directories (e.g. TPS, HUGO, CCI) and correcting same when the author alters the text;
- operating terminal to scan input;
- liaising with other sections such as: editing, make-up, copy-setting, and proofreading to ensure specification requirements are met;
- maintaining records for bulk storage or deletions in the computer and initiating permanent base file for future retrieval.

OR

Produces camera-ready copies using the composition systems and operates electronic data transmission equipment by:

- creating or making changes to existing programs for incoming work by following the author's specifications;
- inputting text and creating composition programs;
- perusing copy for typographical coding;
- inserting required codes for correct typographical presentation;
- inputting and storing documents;
- identifying, retrieving and modifying documents;
- scanning input for mismatches and/or missing typesetting codes;
- establishing a list of documents and/or specifications for submission to local or remote output devices (e.g. typesetters and/or electronic printer);
- establishing base files as required and keeping files up-to-date;
- inserting required programs for processing documents;
- inserting required type fonts and loading photographic paper or film for reproduction;
- loading and removing cassettes from phototypesetter;
- checking and removing cassettes from film/paper processors;
- checking quality of output such as density and format;
- selecting the appropriate communication protocol, speed, mode of transmission;
- setting up and utilizing communication tables and protocol;
- liaising with client-technical personnel to resolve data transmission problems;
- setting and operating graphic input stations (digital scanners) and determining required setting to obtain optimum quality;
- operating a non-impact printer.

OR

Makes camera-ready copy for printing and for other associated processes by:

- collating, trimming, waxing and numbering the manuscripts;
- ruling graphics, tables, charts and forms as per instructions from customers and/or planners;
- drafting master sheet for page make-up and guidelines for offset preparation;
- scaling for reduction or enlargement according to requirement sizes;
- working with different styles and make-up covering single or multi columns, illustrations, graphics, charts, tables, tip-ins and bleeding of half-tone inserted into text; - making various overlays for books, forms, charts, tables and graphs;
- using masking processes to screen forms, charts, tables and graphs;
- stripping and inserting author's alterations;
- ruling and making up graphs and charts for Visual Aid Printer.

Proofreads documents by:

- identifying and/or making corrections;
- querying author regarding text;
- registering the composition proofs;
- proofreading documents for omissions as well as grammatical, typographical or composition errors on a terminal apparatus or a computer proof;
- using the keyboard of a terminal apparatus to retrieve, update and store the texts;
- revising the corrected proofs to ensure all the necessary modifications have been made according to job specifications;
- signing final page proof when the setting and the make-up have been completed;
- maintaining records of work completed.

Performs other duties.

Descriptive Title: Printing Compositor  
Composition Job No. 4

### Summary

Performs two or more of the following duties; assists clients to define job requirements; interprets customer specifications; designs and creates composition programs; produces camera-ready copies using the composition systems and operates electronic data transmission equipment; sets up and operates graphic input stations and determines required settings; makes camera copy ready for printing and for other associated processes; proofreads documents; performs other duties.

### Duties

Assists clients to define job requirements by:

- discussing and reviewing job specifications with clients and/or assisting in the development of specifications;
- recommending the style and design for appropriate typographical presentation to the client;
- monitoring the progress of the work and answering customer queries.

Interprets customer specifications and designs and creates composition programs by:

- checking manuscript for missing folios and complexity of composition;
- coding manuscript by marking copy with computer language, (e.g. tabular matter, indentations, running heads or running feet, page number, charts, diagrams, etc);
- developing specification directories (e.g. TPS, HUGO, CCI) and correcting same when the author alters the text;
- operating terminal to scan input;
- liaising with other sections such as: editing, make-up, copy-setting, and proofreading to ensure specification requirements are met;
- maintaining records for bulk storage or deletions in the computer and initiating permanent base file for future retrieval.

Produces camera-ready copies using the composition systems and operates electronic data transmission equipment by:

- creating or making changes to existing programs for incoming work by following the author's specifications;
- inputting text and creating composition programs;
- perusing copy for typographical coding;
- inserting required codes for correct typographical presentation;
- inputting and storing documents;
- identifying, retrieving and modifying documents;
- scanning input for mismatches and/or missing typesetting codes;
- establishing a list of documents and/or specifications for submission to local or remote output devices (e.g. typesetters and/or electronic printer);
- establishing base files as required and keeping files up-to-date;
- inserting required programs for processing documents;
- inserting required type fonts and leading photographic paper or film for reproduction;
- loading and removing cassettes from phototypesetter;
- checking and removing cassettes from film/paper processors;
- checking quality of output such as density and formats;
- selecting the appropriate communication protocol; speed, mode of transmission;
- setting up and utilizing communication tables and protocol;
- liaising with client technical personnel to resolve data transmission problems;



- setting and operating graphic input stations (digital scanners) and determining required settings to obtain optimum quality;
- operating a non-impact printer.

Makes camera-ready copy for printing and for other associated processes by:

- collating, trimming, waxing and numbering the manuscript;
- ruling graphics, tables, charts and forms as per instructions from customers and/or planners;
- drafting master sheet for page make-up and guidelines for offset preparation;
- scaling for reduction or enlargement according to requirement sizes;
- working with different styles and make-up covering single or multi columns, illustrations, graphics, charts, tables, tip-ins and bleeding or half-tone inserted into text;
- making various overlays for books, forms, charts, tables and graphs;
- using masking processes to screen forms, charts, tables and graphs;
- stripping and inserting author's alterations;
- ruling and making up graphs and charts for Visual Aid Printer.

Proofreads documents by:

- identifying and/or making corrections;
- querying author regarding text;
- registering the composition proofs;
- proofreading documents for omissions as well as grammatical, typographical or composition errors on a terminal apparatus or a computer proof;
- using the keyboard of a terminal apparatus to retrieve, update and store the texts;
- revising the corrected proofs to ensure all the necessary modifications have been made according to job specifications;
- signing final page proof when the setting and the make-up have been completed;
- maintaining records of work completed;

AND

Performs other duties.

## Printing Operations

Descriptive Title: Composition Analyst

Composition Job No. 5

Summary

Reviews operations and composition systems, develops technical procedures and designs and creates composition programs; analyses and delivers technical on-the-job training to meet the needs of the Composition Group; performs other duties.

Duties

Reviews operations and composition systems, develops technical procedures, and designs and creates composition programs to improve productivity of programs by:

- studying the operational technical manuals provided by the manufacturers to determine capabilities and compatibility of each system;
- determining compatibility of composition systems such as the: IBM 370, Compugraphic, CCI, XPS 700;
- investigating customers' composition needs, i.e. quantities and mix of text, tabular matter, forms work, special characters and other output requirements;
- studying hardware and systems aspects of a wide range of commercial products and determining government use requirements in the composition systems field;
- recommending the acquisition of appropriate equipment to provide adequate interface between the computerized type setting equipment and the input systems;
- meeting with customer representatives to suggest measures to standardize codes and styles of various jobs for both photo-composition and information retrieval;
- developing, testing and implementing programs to convert input systems' codes and text characteristics into typesetting codes;
- following up with other sections such as: copy setting, editing, make-up and proofreading to ensure specification requirements are met;
- establishing operational procedures to obtain optimum usage of new equipment from the standpoint of technical capability;
- measuring output in characters per minute to compare actual capability and performance with manufacturer's specifications and claims;
- recommending corrective measures to existing programs to remedy coding and operator quality deficiencies;
- providing instructions on the maintenance of records for bulk storage or deletions in the computer;
- contacting, consulting and providing technical advice to computer systems analysts in order to improve systems and programs and their application in text processing and photo composition;

Analyses training requirements and delivers technical on-the-job training to meet the needs of the Composition Group by:

- preparing technical training manuals for use as text and reference material;
- evaluating training results of operational trainees;
- modifying course content and updating technical training manuals to include new developments and technological changes;
- coordinating on-the-job training activities in the composition field, in cooperation with the Technical Services Officer of the Composition Group;
- maintaining knowledge of technological developments in the Composition field.

Performs other duties.

SUB-GROUP - PRE-PRESS PREPARATIONDefinition

The duties of positions in this sub-group are to operate cameras and other equipment to produce negatives and positives used in plate-making; to operate electronic scanner/plotter pre-press equipment; to retouch negatives and positives; to prepare and lay out film material for plate making; to transfer positive or negative images to plates and/or other surfaces; and to perform other duties.

Descriptive Title: Pre-Press Operator

Pre-Press Preparation Job No. 1

### Summary

Sets up, adjusts and operates photo-direct equipment to produce plates for use in printing; or retouches film negatives and positives used in the offset printing process; or operates a vacuum frame and ancillary equipment for the production of plates; and performs other duties.

### Duties

Sets up and operates photo-direct equipment to produce press-ready plates by:

- adjusting the equipment to enlarge or reduce the size of the copy;
- adjusting lights and exposure setting;
- mixing chemical solutions required in process;
- scaling, numbering and ensuring accuracy of lay-out dummy; mounting material on board, registering the image with the centre of the copy-holder, sequencing the originals and rotating the heads in the proper direction;
- adjusting equipment controls to meet job specifications;
- operating the shutter and light controls to expose copy to a sensitized plate;
- removing finished plate from equipment and cutting to size;
- maintaining chemical solutions at appropriate levels;
- changing chemicals as required to ensure the efficient and economical operation of the plant and equipment.

OR

Detects flaws and retouches film negatives and positives by:

- examining negatives and positives on a back-lighted table to detect flaws;
- opaquing negatives and positives to block out bare spots and scratches; cutting negatives to size;
- outlining half tones where the background is to be eliminated;
- correcting imperfections in characters and in other image areas.

OR

Operates a vacuum frame for the production of plates by:

- presensitizing plates either by hand or by machine as required;
- determining the length of exposure according to the density of negatives or positives or sensitivity of plate coating;
- transferring positive or negative images to printing plates or other substances using chemical solutions, measuring instruments and vacuum printing frames;
- developing plates (manually or automated) by applying such solutions as lacquers, developing ink and desensitizing etches, and applying a protective coating of gum solutions or asphaltum prior to storage;
- making corrections to printing plates.

Performs other duties.

Descriptive Title: Line Camera Operator  
Pre-Press Preparation Job No. 2

Summary

Sets up, adjusts and operates a camera to produce line negatives or positives of line copy; performs other duties.

Duties

- Mounting material to be photographed on a copy board, registering the images with the centre of the copy-holder, sequencing the original and rotating the heads in the proper direction;
- Adjusting the camera to enlarge or reduce the size of copy; selecting and inserting screens and determining and adjusting the shutter lens for masking;
- Determining the length of exposure according to the density of negatives or positives or the sensitivity of plate coating;
- focusing lens, selecting and inserting a screen if required, adjusting lights, and exposing the film to copy for a specified period of time;
- Developing the film manually or with automatic processing devices using chemical solutions;
- Preparing film positives from negatives by the contact method;
- Mixing chemical solutions required in the process;

Performing other duties.

Descriptive Title: Colour- Separation - Camera Operator  
Pre-Press Preparation Job No. 3

#### Summary

Sets up and operates a camera to produce line, halftone, continuous-tone and colour separation negatives.

#### Duties

- Mounting copy on a vacuum copy board;
- Computing lens and copy board settings for same size, enlarged and reduced negatives;
- Obtaining the optimum contrast range by focusing cross ruled glass screen or controlling the contrast range with screens and filters;
- Measuring density ranges of continuous-tone copy for adjustment of ranges of negatives;
- Adjusting lights, exposing and developing film;
- Producing percentage screens in dot, ruling or pattern and in varying lines per inch;
- Preparing positives from negatives by contact method;
- Mixing the chemicals solutions required by the various processes;
- Separating color of two color originals as required;
- Making four color separation negatives and masks from full color transferences or reflection copy.

Descriptive Title: Layout-Camera Plate maker Pre-Press  
Preparation Job No. 4

### Summary

Positions, draws, assembles, marks and lays out work; sets up, adjusts and operates photo-direct equipment to produce plates for use in offset printing; operates a vacuum frame; performs operator maintenance; and performs other duties.

### Duties

- Selecting the appropriate sequence of layout sheets according to customer requirements;
- Drawing master layout sheets to customer specifications;
- Assembling reproduction material in flats for the making of plates;
- Scribing reference marks on flats for accurate registration and pagination;
- Imposing pages for various presses and bindery assembly operations;
- Adjusting the photo-direct equipment to enlarge or reduce the size of the copy;
- Adjusting lights and exposure setting;
- Mixing chemical solutions required in the process;
- Scaling, numbering and ensuring accuracy of lay-out dummy;
- Mounting material on board and registering the images with the centre of the copy-holder; sequencing the originals and rotating the heads in the proper direction;
- Adjusting the equipment controls to meet the job specifications;
- Operating the shutter and light controls to expose copy to a sensitized plate;
- Removing the finished plate from equipment and cutting to size;
- Maintaining chemical solutions at appropriate levels;
- Changing chemicals as required to ensure efficient operation of the plant and equipment;
- Presensitizing plates either by hand or by machine as required;
- Determining the length of exposure according to the density of negatives or positives, sensitivity of plate coating;
- Transferring positive or negative images to printing plates or other substances, using chemical solutions, measuring instruments and vacuum printing frames;
- Developing plates (manually or automated) by applying such solutions as lacquers, developing ink and desensitizing etches, and applying a protective coating of gum solutions or asphaltum prior to storage;
- Making corrections to printing plates;
- Performing other duties.

Descriptive Title: Cartographic Pre-Press Technologist  
Pre-Press Preparation Job No. 5

### Summary

Under the supervision of the Section Supervisor; prints the imagery onto a variety of materials such as photographic films, peel-coats, scribe-coats, plastic sheets for colour proofing and metallic plates; produces artificial negatives and makes corrections and repairs to the reproduction negatives to ensure their readiness for cartographic reproduction and offset printing; and one of the following - produces line and halftone negatives or positives for offset (cartographic) printing, or provides alphanumeric (cartographic) photo-type setting services; also performs other duties.

### Duties

Prints the imagery onto a variety of materials such as photographic films, plastic sheets and metallic plates for cartographic reproduction and offset printing by:

- selecting the appropriate sequence of layout sheets according to customer requirements.
- coating, if required, the materials with a light sensitive solution by hand or machine;
- cleaning the film and the vacuum frame glass;
- determining the length of exposure according to the density of the negatives or positives,
- sensitivity of plate coating, temperature, humidity and thickness of coating;  
adding to the material the correct screen tints as required to meet cartographic mapping standards and specifications;
- exposing the image(s) in correct register to the material, using large-format vacuum print frame and exposure light;
- developing plates or plastic sheets (manually or by automated processor) by applying such solutions as lacquers, developing ink, desensitizing etches, color solutions and applying a protective coating of gum solutions or asphaltum prior to storage;
- making corrections to printing plates;

Produces artificial negatives and makes corrections and repairs to cartographic reproduction negatives to ensure their readiness for reproduction by:

- evaluating the scope of each job, determining an appropriate sequence of operations and gathering the materials essential to the proper completion of the job;
- making artificial negatives by peeling or drawing;
- ensuring reproduction materials meet map specifications and standards and authorizing the use of such material;
- scribing reference marks on negatives, positives and reproduction material for accurate registration and pagination;
- making proof corrections on scribes, type and artificial negatives;
- assuring registration of complex multi-color material for proofing and plating;
- registering and adjusting with standard (cartographic) registration bars the reproduction materials to ensure proper press lay;
- assembling reproduction material in flats for the making of plates;
- imposing pages for various presses and bindery assembly operations;
- performing handwork on reproduction materials including type replacement and retouching of imperfections;
- producing dylux proofs for verification of registration and content.



Also performs one of the two following duties:

Produces photographic line and halftone negatives or positives for offset (cartographic) printing by:

- scaling to copy to determine the enlargement or reduction factor;
- positioning the camera's lens board, film holder and copy board by means of manual or computerized controls to obtain the specified image size;
- exposing an image on film using the light integrator, Lens F stop, and halftone screens; making the necessary calculations with a hand calculator or programmed microcomputer;
- operating the shutter and light controls to expose film;
- processing the exposed film by hand or film processor.

Or provides alphanumeric digitized photo-type setting services by:

- resolving problems with clients regarding type faces, point size and/or symbols for specific projects.
- operating fully computerized type setting equipment with keyboard and CRT display to enter the type (including cartographic) required and to proofread the results on the CRT;
- developing the negative obtained by hand or automated processor;

Also performs other duties, such as:

- maintaining applicable graphic arts equipment such as large vacuum frames, film and litho plate processors, large process cameras (manual or computer-controlled), microcomputer and desktop calculators, performing operator maintenance and monitoring chemistry, as required, to ensure optimal efficiency and output quality;
- ensuring the proper storage, cataloguing and preservation of reproduction negatives, and complying with established procedures for issues, loans and returns;
- before commencing any task, checking the work docket for completeness of information and instructions;
- processing reproduction materials by hand or machine, developing, fixing, washing and drying;
- inspecting final outputs to ensure requirements are met;
- ensuring cleanliness of equipment, material and work areas;
- assisting in the training of apprentices.

Descriptive Title: Pre-Press Technician

Pre-Press Preparation Job No. 6

### Summary

Assembles, retouches and opaque the film matter in proper sequences; makes ready negatives and positives and other reproduction material for plate making; sets up and operates a camera to produce halftone and line negatives and sets up and operates the imposing camera to photograph material; produces line, continuous tone, halftone, color negatives-positives; makes plates for offset printing and operates a vacuum frame using line, halftone and continuous negatives or positives; performs operator maintenance and housekeeping functions, and performs other duties.

### Duties

- Scaling, numbering and ensuring accuracy of lay-out dummy;
- Cutting out windows for halftones and mounting material to be photographed on a copy board;
- Trimming, taping and opaquing negatives and positives to the required size, assembling reproduction material in flats for the making of plates and scribing reference marks on negatives, positives and flats for accurate registration;
- Performing hand work on reproduction material and retouching imperfections on film;
- Making artificial negatives by peeling and drawing by hand and assembling reproduction material in flats for the making of plates;
- Drawing master layout sheets to customer specifications and job bag and inserting and angling different mechanical screens as required;
- Imposing pages for various presses and bindery assembly operations as required;
- Registering process work and manufacturing color area using different mechanical screens with different process colors;
- Cutting film from sheets and rolls as required and opaquing pin holes or outlining opaques as required;
- Performing make-up on negatives or contact prints;
- Preparing the programmed and design by calculating programmed sheet and preparing, producing and reading tape by use of keyboard;
- Mounting material on board and registering the images with the centre of the copy-holder, sequencing the original and rotating the heads in the proper direction;
- Focusing lens, selecting and inserting a screen if required, adjusting lights and exposing the film to the copy for a specified period of time;
- Developing the film using chemical solutions or automatic processing devices and preparing film positives from negatives by the contact method;

- Mixing chemical solutions for the various processes and separating color of copy as required;
- Selecting and loading the tape programmed to the wall mounted numeric controls, or manually adjusting controls such as for step-and-repeat work;
- Adjusting the camera to enlarge or reduce copy size, selecting and inserting screens and determining and adjusting the shutter lens for masking;
- Punching and hanging register film, inserting copy by use of subject holder and removing and processing film;
- Maintaining the film processor and film dispenser by loading and performing operator maintenance functions;
- Presensitizing plates either by hand or by machine as required;
- Determining the length of exposure according to the density of negatives or positives or the sensitivity of plate coating;
- Transferring positive or negative images to plates using chemical solutions, measuring instruments and vacuum printing frames;
- Developing plates (manually or automatically) by applying such solutions as lacquers, developing ink and desensitizing etches, and applying a protective coating of gum solutions or asphaltum prior to storage;
- Making corrections to printing plates;
- Performing other duties.

Descriptive Title: Cartographic Pre-Press Technician  
Pre-Press Preparation Job No. 15

### Summary

### Duties

Under the supervision of the Section Supervisor performs no more than two of the following four duties.

Prints the imagery onto a variety of materials such as photographic films, peel-coats, scribe-coats, plastic sheets for color proofing and metallic plates.

Produces artificial negatives and makes corrections and repairs to the reproduction negatives to ensure their readiness for cartographic reproduction and offset printing.

Produces line and halftone negatives or positives for offset (cartographic) printing.

Provides alphanumeric (cartographic) photo-type setting services.

Also performs other duties.

### Duties

Prints imagery onto a variety of materials such as photographic films, plastic sheets and metallic plates for cartographic reproduction and offset printing by:

- selecting the appropriate sequence of layout sheets according to customer requirements;
- coating, if required, the materials with a light sensitive solution by hand or machine;
- cleaning the films and the vacuum frame glass;
- determining the length of exposure according to the density of the negatives or positives,
- sensitivity of plate coating, temperature, humidity and thickness of coating;
- adding to the material the correct screen tints required to meet cartographic mapping standards and specifications;
- exposing the image(s) in correct register to the material, using large-format vacuum print frame and exposure light;
- developing plates or plastic sheets (manual or by automated processor) by applying such solutions as lacquers, developing ink, desensitizing etches, color solutions and applying a protective coating of gum solutions or asphaltum prior to storage;
- making corrections to printing plates.

Produces artificial negatives and makes corrections and repairs to cartographic reproduction negatives to ensure their readiness for reproduction by:

- evaluating the scope of each job, determining an appropriate sequence of operation and gathering the materials essential to the proper completion of the job;
- making artificial negatives by peeling or drawing;
- ensuring reproduction materials meet map specifications and standards and authorizing the use of such materials;
- scribing reference marks on negatives, positives and reproduction material for accurate registration and pagination;
- making all proof corrections on scribes, type and artificial negatives;
- assuring registration of complex multi-color material for proofing and plating;

- registering and adjusting with standard (cartographic) registration bars the reproduction materials to ensure proper press lay;
- assembling reproduction material in flats for the making of plates;
- imposing pages for various presses and bindery operations;
- performing handwork on reproduction materials including type replacement and retouching imperfections;
- producing dylux proofs for verification of registration and content.

Produces photographic line and halftone negatives or positives for offset (cartographic) printing by:

- scaling the copy to determine the required enlargement or reduction factor;
- positioning the camera's lens board, film holder and copyboard by means of manual or computerized controls to obtain specified image size;
- exposing the image on film using the light integrator, lens F stop, and halftone screens, making the necessary calculations with a hand calculator or programmed microcomputer;
- operating the shutter and light controls to expose the film;
- processing the exposed film by hand or film processor.

Provides alphanumeric digitized photo-type setting services by:

- resolving problems with clients regarding type faces, point size and/or symbols for specific projects;
- operating computerized type setting equipment with keyboard and CRT display to enter the type (including cartographic) required and to proofread the results on the CRT;
- developing the negative obtained by hand or using an automatic processor.

Also performs other duties, such as:

- maintaining applicable graphic arts equipment such as large vacuum frames, film and litho plate processors, large process cameras (manual or computer-controlled), microcomputers and desktop calculators, performing operator maintenance and monitoring chemistry, as required, to ensure optimal efficiency and output quality;
- ensuring the proper storage, cataloging and preservation or reproduction negatives, and complying with established procedures for issues, loans and returns procedures;
- processing reproduction materials by hand or machine, developing, fixing, washing and drying;
- inspecting final outputs to ensure requirements are met;
- ensuring cleanliness of equipment, materials and work areas;
- assisting in the training of apprentices.

**SUB-GROUP - PRESS OPERATIONS****Definition**

The duties of positions in this sub-group are to operate duplicating machines, electrostatic or electronic duplicating systems; to set the feeder and assist in make ready of presses; to operate letterpress, lithographic sheet-fed, or web presses; and to perform other duties.

**Descriptive Title: Press Helper**

Press Operations Job No. 1

Summary

Performs the duties of helper on presses under the direction of the Press Operator; operates a hand or powered transporter and performs a variety of manual operations related to the movement of supplies and printed matter; performs other duties.

Duties

- Picking up bundles of signatures in different quantities per bundle as requested by the Bindery, and taking printed signatures to supervisor;
- Placing bundles on a skid or other means of transportation for delivery to the Bindery;
- Helping the press operator to set the plates on cylinders and to bend the plates;
- Detecting defects on printed matter and informing the operator of the defects;
- Ensuring paper is available for the presses at all times;
- Assisting the operator to prepare and hoist the paper rolls onto the presses;
- Preparing paper for the splicers;
- Discarding paper waste and keeping the press area clean and safe;
- Loading and unloading skids and operating a hand and powered transporter;
- Making deliveries and pickup within the building;
- Assisting with wash-up and preventive maintenance duties;
- Providing material processing and handling duties;
- Performing other duties.

Descriptive Title: Duplicator Operator

Press Operations Job No. 2

Summary

Operates electrostatic duplicating/printing systems, performs the required maintenance functions, maintains records of printing and short-run requisitions, and performs bindery and other duties.

Duties

Operates electrostatic duplicating/printing systems by:

- selecting, preparing and loading paper stock;
- setting the adjustments on the automatic feed;
- examining original copies in order to determine size, condition, etc., and upgrading individual copies of originals for contrast or reduction;
- adjusting document feeder to allow for margin shift;
- selecting the system's mode of delivery for single, multiple or stack;
- entering the proper status code to ensure that the required program (i.e. second side image shift or imaging parameter) is activated and that the full potential of the system is utilized;
- checking reproduced copies to ensure acceptable quality;
- unloading document delivery trays when run is completed in order to assemble and bind in proper sequence.

Performs daily/weekly maintenance functions on systems by:

- keeping toner at a satisfactory level;
- clearing corotons, delivery belt, handlers and lamps daily and restringing coroton wires when broken;
- cleaning and changing the air recycling filter;
- cleaning and filling dry ink wells.

Maintains records of printing and short-run requisitions in operator log by:

- checking information as to size, number of originals, number of copies to be reproduced per original, total copies produced, one or two sided copy and recording this information.

Performs bindery functions by:

- punching or drilling holes, stamping numbers, gathering, stitching, indexing, stapling, folding, gluing, shrink-wrapping, and sewing printed materials by hand or by the use of bindery equipment;
- inspecting finished products;
- parceling and labeling completed jobs;

Performs other duties.



Descriptive Title: Duplicator Operator

Summary

Makes ready, adjusts, operates and maintains offset duplicating machines and ancillary equipment. This applies to duplicators with a cylinder width less than 559 mm (22"); performs other duties.

Duties

- Mixing ink, preparing chemical solutions, and making ready the ink, dampening and impression cylinders;
  - Applying chemical solutions to the plates for press runs;
  - Installing and locking the plates on the cylinder;
  - Selecting and loading paper stock and adjusting the automatic feed;
  - Adjusting the duplicator for size and thickness of paper and regulating the flow of ink and dampening solution;
  - Operating duplicating machines with ancillary equipment such as: on-line plate makers, blanket-wash, on-line sorters;
  - Operating electrostatic plate makers;
  - Cleaning the printing plates with solvent, applying gum solution to prevent deterioration and washing impression cylinders;
  - Carrying out operator maintenance, minor repairs and housekeeping tasks; -
- Performing other duties.

Descriptive Title: Duplicator Operator

### Summary

Makes ready, adjusts, operates and maintains dual-head and perfecting offset duplicating machines and ancillary equipment. This applies to duplicators with cylinder width less than 559 mm (22"). Performs other duties.

### Duties

- Mixing ink, preparing chemical solutions, and making ready the ink, dampening and impression cylinders;
- Applying chemical solutions to plates for the press runs;
- Installing and locking the plates on the cylinders;
- Selecting and loading paper stock and adjusting the automatic feed;
- Adjusting the duplicators for size, thickness and/or quantity of paper and regulating the flow of ink, dampening solution, and blanket wash;
- Operating duplicating machines with ancillary equipment such as: on-line plate makers, blanket wash and on-line sorters;
- Cleaning the printing plates with solvent, applying gum solution to prevent deterioration and washing impression cylinders;
- Operating electrostatic plate makers;
- Carrying out operator maintenance, minor repairs and housekeeping tasks;
- Performing other duties.

Descriptive Title: Duplicator Operator

### Operations

#### Summary

Makes ready, adjusts, operates and maintains offset duplicating machines and ancillary equipment. This applies to duplicators with a cylinder width of 559 mm (22") and over. Performs other duties.

#### Duties

- Mixing ink, preparing chemical solutions, and making ready the ink, dampening and impression cylinders;
- Applying chemical solutions to plates for the press runs;
- Installing and locking the plate on the cylinder;
- Selecting and loading paper stock and adjusting the automatic feed;
- Adjusting the duplicators for size, thickness and/or quantity of paper and regulating the flow of ink and dampening solution;
- Operating duplicating machines with ancillary equipment such as: spray equipment, tab inserters and slitters;
- Cleaning the printing plates with solvent, applying gum solution to prevent deterioration and washing impression cylinders;
- Carrying out operator maintenance, minor repairs and housekeeping tasks;
- Performing other duties.

Descriptive Title: Duplicator Operator

Summary

Makes ready, adjusts, operates and maintains dual-head and perfecting offset duplicating machines and ancillary equipment. This applies to duplicators with cylinder widths of 559 mm (22") and over. Performs other duties.

Duties

- Mixing ink, preparing chemical solutions, and making ready the ink, dampening and impression cylinders;
- Applying chemical solutions to plates for the press runs;
- Installing and locking the plates on the cylinders;
- Selecting and loading paper stock and adjusting the automatic feed;
- Adjusting the duplicators for size, thickness and/or quantity of paper and regulating the flow of ink and dampening solution;
- Operating duplicating machines with ancillary equipment such as: spray equipment, tab inserters, and slitters;
- Cleaning printing plates with solvent, applying gum solution to prevent deterioration and washing impression cylinders;
- Carrying out operator maintenance, minor repairs and housekeeping tasks;
- Performing other duties.

Descriptive Title: Feeder Operator

Press Operations Job No. 7

Summary

Assists the Press Operator in setting, adjusting and operating the feeder of a printing press and assists in the make ready and wash-up operations and in the maintenance of the press; performs other duties.

Duties

Assists in the operation of a printing press by:

- checking to ensure adequate quantity of stock is provided prior to starting jobs;
- selecting, installing or stacking paper according to specifications;
- assisting in the threading of the paper-web through the press;
- preparing new plates for installation;
- assisting in the installation of printing plates on the cylinder;
- assisting in adjusting pressure, chemical solutions, ink, water and registration;
- assisting in adjusting the folder and stacker;
- adjusting guide bars and paper controls on the feed-board;
- adjusting air-pressure and vacuum controls according to size and weight of paper;
- monitoring all feeding systems while the press is in operation and making corrections;
- removing printed sheets from the press delivery;
- carrying out preventive maintenance, operator maintenance and minor repairs;
- helping in the general operation of the press, and in the mixing of ink and the preparing of chemical solutions;
- performing required housekeeping duties;
- helping in the wash-up and cleaning of the equipment between runs and at the end of the shift;
- performing other duties.

Descriptive title: Press Operator

Press operations job No. 8

Summary

Makes ready, adjusts, operates and maintains a single-unit sheet fed printing press up to 1016 mm (40") width, performs other duties.

Duties

- Verifying material supplied against the job order;
- Mixing ink and preparing chemical solutions;
- Making ready, adjusting and operating a printing press according to specifications;
- Applying chemicals to the plate for the press run;
- Installing the plate and making ready the plate and blanket cylinders;
- Adjusting inking, dampening and feeding mechanism;
- Examining the proof and adjusting the press controls to obtain specific registration;
- Removing and/or cleaning the plate, the blanket and the rollers and storing the plates, forms and other type matter at the end of the run;
- Carrying out operator maintenance, minor repairs, and housekeeping tasks;
- Positioning, locking and making ready the type set up or plate on the bed of the press;
- Performing other duties.

Descriptive title: Press operator  
Press Operations job No. 9

### Summary

Makes ready, adjusts, operates and maintains a two-unit sheet fed printing press with a width of 1016 mm (40") and over, Performs other duties.

### Duties

- Verifying material supplied against the job order;
- Mixing ink and preparing chemical solutions;
- Making ready, adjusting and operating an offset printing press according to specifications;
- Applying chemicals to the plate for the press run;
- Installing the plates and making ready the plates and blanket cylinders;
- Adjusting inking, dampening and feeding mechanism;
- Examining the proof and adjusting the press controls to obtain specific registration;
- Removing and/or cleaning the plate, the blanket and the rollers at the end of the run;
- Assigning and checking the work of a Feeder Operator as required;
- Carrying out operator maintenance, minor repairs, and housekeeping tasks;
- Performing other duties.

Description Title: Press Operator

Press Operations Job No. 10

Summary

Makes ready, adjusts, operates and maintains a two-unit perfecter web printing press with ancillary equipment; and performs other duties.

Duties

- Directing the installation of the paper rolls;
- Threading paper through the printing units and folder;
- Setting ancillary equipment such as: folder, 3 way trimmer, stacker, flying and pasters;
- Installing the printing plates on cylinders;
- Making a trial run, inspecting and making necessary adjustments to produce acceptable quality copies;
- Adjusting chemical solutions, pressure, ink, water and registration;
- Inspecting and approving the final copies;
- Carrying out operator maintenance, minor repairs, and housekeeping tasks;
- Assigning and checking the work of up to four operators as required;
- Performing other duties.



**Descriptive Title: Second Press Operator**

Press Operations Job No. 11

Summary

Assists the First Press Operator in making all the necessary adjustments for the operation of a four-unit sheet fed printing press up to 1020 mm (40 1/8") width with ancillary equipment; replaces the first press operator during absences; performs other duties.

Duties

- Preparing and scanning printing plates and assisting in making ready plates and blanket cylinders;
- Preparing and applying all necessary chemicals;
- Assisting in the adjustment of inking, dampening and registration mechanisms either manually or through the use of a computerized system and maintaining all systems while the press is in operation;
- Checking to ensure adequate quantity of stock is provided prior to starting job;
- Selecting, installing or stacking paper according to specifications;
- Adjusting stacker, and guide bars and paper controls on the feed-board;
- Adjusting air-pressure and vacuum controls according to size and weight of paper;
- Monitoring all feeding systems while the press is in operation and making corrections;
- Removing printed sheets from the press delivery;
- Removing old plates, cleaning and readjusting all components of the press at the end of the run;
- Carrying out preventive maintenance, operator maintenance, minor repairs and housekeeping duties;
- Replacing the First Press Operator for short periods during the shift;
- Performs other duties.

Descriptive Title: First Press Operator

Press Operations Job No. 12

Summary

Makes ready, adjusts, operates and maintains a four-unit sheet fed Printing Press up to 1020 mm (40 1/8") width with ancillary equipment; performs other duties.

Duties

- Reviewing work orders to determine customer requirements;
- Verifying that plates, inks, chemicals and paper supplies are as specified;
- Ensuring that all mechanical, electrical and electronic controls are in good working order and adjusted;
- Ensuring that all steps in the make-ready process are completed in the proper sequence and according to specifications;
- Examining the press proof and adjusting inking, dampening and registration mechanisms, either manually or through the use of the computerized system;
- Maintaining color fidelity and registration throughout the press run by using a remote register controller and a scanning densitometer linked to an on-line computer for immediate adjustment and corrections;
- Using pre-programmed software to ensure that statistical quality control and production control reports are maintained for the entire work period;
- Ensuring that all components of the press are properly cleaned and readjusted at the end of the run.

Assigns specific tasks to a Second Press Operator, ensures these tasks are done according to established standards and in the proper sequence and ensures that preventive maintenance and safety and security procedures are understood and carried out.

Performs other duties."

Descriptive Title: Lithographic Press operator  
Press Operations Job No. 13

### Summary

Under the general supervision of the Offset Printing Supervisor, operates a two-colour offset printing press from 1032 mm to 1378 mm (40" to 54") inclusive in width. Assigns specific tasks to the Feeder Operator.

### Duties

- reviewing work orders for special requirements;
- ensuring that all plates, inks, chemicals and paper supplies are according to map specifications and are available as needed;
- ensuring that all mechanical, electrical controls are in good working order and adjusted properly;
- ensuring that all steps in the make-ready process are completed in proper sequence and according to map specifications;
- examining the press proof and manually adjusting inking, dampening and registration mechanisms;
- maintaining color fidelity and registration throughout the press run by adjusting plate registration systems and using a densitometer as a guide manually adjusting ink fountain keys to maintain color densities;
- ensuring that all components of the press are properly cleaned and adjusted at the end of the run;
- assigns specific tasks to the Feeder Operator, ensures these tasks are completed according to established standards and in the proper sequence and ensures that preventive maintenance, safety and security procedures are understood and carried out.

Performs other duties.

Descriptive Title: Press Feeder

Press Operations Job no 14

#### Summary

Under the direction of the First Press Operator, sets and maintains the feeder of a four-color offset printing press 1200 mm (47 1/4") x 1600 mm (63") equipped with automated systems for quality and production control; assists the First and Second Press Operators in the press make-ready and wash-up operations. Tasks are assigned by First Press Operator.

#### Duties

Sets and maintains the feeder of a four-color offset printing press 1200 mm (47 1/4") x 1600 mm (63"), equipped with automated systems for quality and production control by:

- stacking the paper in the feed tray of the automatic feeding mechanism and adjusting height;
- adjusting guide bars and paper controls on the feed-board;
- adjusting air-pressure and vacuum controls according to size and weight of paper;
- maintaining a close watch on all feeding systems, including automated controls, while the press is in operation and making corrections as required;
- removing printed sheets from the press delivery.

Assists the First and Second Press Operators in the press make-ready and wash-up operations by:

- carrying out preventive maintenance;
- helping in the general operation of the press;
- performing required housekeeping duties;
- helping in the wash-up and cleaning of the equipment between runs and at the end of the shift.

Descriptive Title: Lithographic Second Press Operator  
Press Operations Job No. 15

### Summary

Under the direction of the Lithographic First Press Operator, makes all the necessary adjustments for the operation of a four-color offset printing press 1200 mm (47 1/4") x 1600 mm (63") equipped with computerized systems for quality and production control. Replaces the First Press Operator when absent. Tasks are assigned by the First Press Operator.

### Duties

Makes all the necessary adjustments for the operation of a four-colour offset printing press 1200 mm (47 1/4") x 1600 mm (63") equipped with computerized systems for quality production control by:

- installing printing plate and making ready the plate and blanket cylinders;
- preparing and applying all necessary chemicals;
- adjusting the inking, dampening and registration mechanisms either manually or through the use of a computerized system and maintaining all systems while the press is in operation;
- removing old plates and cleaning and readjusting all components of the press at the end of the run.

Replaces the First Press Operator when absent by:

- taking over the duties of the First Press Operator for short periods during the shift or for extended periods when the First Press Operator is on leave.

Performs other duties.

Descriptive Title: Lithographic First Press Operator  
Press Operations Job No. 16

### Summary

Under the general supervision of the Offset Printing Supervisor, operates a four-color offset printing press 1200 mm (47 1/4") x 1600 mm (63") equipped with closed-loop computer control inking, remote dampening and joy stick register control on the run. Assigns specific tasks to a Second Press Operator and Feeder.

### Duties

Operates a four-color offset printing press 1200 mm (47 1/4") x 1600 mm (63") equipped with closed-loop computer control inking, remote dampening and job stick register control on the run by: - reviewing work orders for special requirement;

- ensuring that all plates, inks, chemicals and paper supplies are as specified and available when needed;
- making sure that all mechanical, electrical and electronic controls are in good working order and adjusted properly;
- ensuring that all steps in the make ready process are completed in the proper sequence and according to specifications;
- examining the press proof and adjusting the inking, dampening and registration mechanisms either manually or through the use of the computerized system;
- maintaining color fidelity and registration throughout the press run by using a remote register controller and a scanning densitometer linked to an on-line computer for immediate adjustments and corrections;
- using pre-programmed software to ensure that statistical quality control and production control reports are maintained for the entire work period;
- ensuring that all components of the press are properly cleaned and readjusted at the end of the run.

Assigns specific tasks to a Second Press Operator and a Feeder, ensures these tasks are done according to established standards and in the proper sequence and ensures that preventive maintenance and safety and security procedures are understood and carried out.

Performs other duties.

Descriptive Title: Press Feeder

Press Operations Job No. 17

### Summary

Under the direction of the First Press Operator, sets and maintains the feeder of a seven-colour offset printing press 720 mm (28") x 1020 mm (40") equipped with automated systems for quality and production control; assists the first and second press operators in the press make-ready and wash-up operations. Tasks are assigned by the First Press Operator.

### Duties

Sets and maintains the feeder of a seven-colour offset printing press 720 mm (28") x 1020 mm (40"), equipped with automated systems for quality and production control by:

- stacking the paper in the feedtray of the automatic feeding mechanism and adjusting height;
- adjusting the guide bars and paper controls on the feed-board;
- adjusting air-pressure and vacuum controls according to size and weight of paper;
- maintaining a close watch on all feeding systems, including computerized controls, while the press is in operation and making corrections as required;
- removing printed sheets from the press delivery.

Assists the First and Second Press Operators in the press make-ready and wash-up operations by:

- carrying out preventive maintenance;
- helping in the general operation of the press;
- performing required housekeeping duties;
- helping in the wash-up and cleaning of the equipment between runs and at the end of the shift.

Descriptive Title: Lithographic Second Press Operator  
Press Operations Job No. 18

### Summary

Under the direction of the Lithographic First Press Operator, makes all the necessary adjustments for the operation of a seven-color offset printing press 720 mm (28") x 1,020 mm (40") equipped with computerized systems for quality and production control. Replaces the First Press Operator when absent. Tasks are assigned by the First Press Operator.

### Duties

Makes all the necessary adjustments for the operation of a seven-colour offset printing press 720 mm (28") x 1,020 mm (40") equipped with computerized systems for quality and production control by:

- installing the printing plate and making ready the plate and blanket cylinders;
- preparing and applying all necessary chemicals;
- adjusting the inking, dampening and registration mechanisms either manually or through the use of a computerized system and maintaining all systems while the press is in operation;
- removing old plates, cleaning and readjusting all components of the press at the end of the run.
- Replaces the First Press Operator when absent by:
- taking over the duties of the First Press operator for short periods during the shift or for extended periods when the First Press Operator is on leave.

Performs other duties.



Descriptive Title: Lithographic First Press Operator Press  
Operations Job No. 19

### Summary

Under the general supervision of the Offset Printing Supervisor, operates a seven-color offset printing press 720 mm (28") x 1,020 mm (40") equipped with closed loop computer control of inking, dampening and register through a video monitor. Assigns specific tasks to a Second Press Operator and Feeder.

### Duties

Operates a seven-color offset printing press 720 mm (28") x 1,020 mm (40") equipped with closed loop computer control of inking, dampening and register through a video monitor, by:

- reviewing work order for special requirements;
- ensuring that all plates, inks, chemicals and paper supplies are as specified and available when needed;
- making sure that all mechanical, electrical and electronic controls are in good working order and adjusted properly;
- running pre-programmed computer testing software to ensure the video monitor and all computerized components are working properly;
- ensuring that all steps in the make ready process are completed in the proper sequence and according to specifications;
- examining press proofs and entering data in the computer to automatically adjust dampening and registration mechanisms; (in case of computer failure, the adjustments are done manually);
- preselecting the sample size of density readings that will serve to automatically average ink density values during press run;
- establishing the tolerance values of the color density variations from the average and widening or narrowing these tolerance values during press run as required;
- evaluating, through the color video monitor, the ink densities deviations from the average and widening or narrowing these tolerance values during press run as required;
- evaluating computer readouts indicating deficiencies in dot gain, slur, doubling, ink trapping or ink contrast and initiating appropriate corrections through the computer console;
- monitoring and maintaining registration through the console CRT and making corrections at the computer console;
- ensuring statistical quality control and production control reports are maintained for the entire work period through pre-programmed software;
- ensuring that all components of the press are properly cleaned and readjusted at the end of each run.

Assigns specific tasks to a second press operator and a feeder, ensures these tasks are done according to established standards and in proper sequence and ensures that preventive maintenance and safety and security procedures are understood and carried out.

Performs other duties.

Descriptive Title: Feeder Operator

Press Operations Job No. 20

Summary

Assists the Press Operator in setting, adjusting and operating the feeder of a two colour Printing Press over 1600 mm. (63") and assists in the make-ready, wash-up operations and maintenance of the press; performs other duties.

Duties

Assists in the operation of a two-colour sheet-fed over 1600 mm. (63") printing press by:

- checking to ensure adequate quantity of stock is provided prior to starting job;
- preparing new plates for installation;
- assisting in the pre-register installation of the printing plates on the cylinders;
- selecting, installing or stacking paper according to specifications;
- adjusting guide bars and paper controls on the feed-board;
- assisting in the adjustment of the stacker;
- adjusting air-pressure and vacuum controls according to size and weight of paper to separate pick-up and forward the paper sheets;
- assisting in adjustments for pressure, chemical solution, ink, water and registration;
- monitoring all feeding systems while the press is in operation and making corrections;
- removing printed sheets from press delivery;
- carrying out preventive maintenance, operator maintenance and minor repairs;
- helping in the general operating of the press such as mixing ink and preparing chemical solutions;
- performing required housekeeping duties;
- helping in the wash-up and cleaning of the equipment between runs and at the end of the shift;
- performing other duties.

SUB-GROUP - MAINTENANCE

Definition

The duties of positions in this sub-group are to oil, grease, inspect, adjust, repair, modify, overhaul and fabricate mechanical components and integral electronic circuits of equipment used in printing, exposition, photographic, publishing, and film and video; to assist in the relocation, installation and erection of such equipment; to complete required reports; and to perform other duties.

Descriptive Title: Oilier

Maintenance Job No. 1

Summary

Lubricates various equipment and performs routine inspections of some moving parts, cleans machines; maintains servicing records and performs other duties as required.

Duties

- Filling oil cans, grease guns, mist oilers and other lubricant containers;
- Oiling and greasing the moving parts and friction surfaces of machinery;
- Filling wells, pumps, gear boxes, hydraulic systems, automatic, gravity and suction lubricators;
- Setting oil cup valves to regulate flow of oil to machinery;
- Checking and adjusting oil levels, changing oil of hydraulic systems, dismantling and cleaning filters and taking back gauge pressure tests;
- Adjusting and filling pump lubricating devices and changing oil;
- Cleaning machines using air or steam sprays, solvent or water;
- Inspecting belts, drive mechanisms and clutches for defects;
- Jogging, testing and running machines;
- Consulting with operators to determine availability of machines for servicing;
- Advising operators of work performed and reviewing complaints and suggestions;
- Recording servicing information and other data on machine history cards;
- Performing other duties.

Descriptive Title: Maintainer Maintenance Job No. 2

Summary

Performs and assists in the maintenance of printing and other equipment; inspects, cleans, oils, and greases; changes oil and performs minor repairs; checks and completes maintenance work performed by the operator and completes required reports; assists in other equipment relocation; and performs other duties.

Duties

- Lubricating, cleaning, greasing and inspecting equipment periodically and identifying and locating faults;
- Making minor repairs following inspections using the appropriate schematics, service manuals, power and hand tools and text books;
- Changing oil according to schedule established by the Planning Section;
- Cleaning and greasing parts which cannot be reached by operator;
- Examining existing lubricative systems and recommending improvements to the supervisor;
- Checking and updating inventory maintenance service of equipment lists of each plant;
- Evaluating machines and reporting inspection findings to plant supervisor;
- Filling oil cans, grease guns, mist oilers and other lubricant containers;
- Checking and adjusting lubricant level, filling wells, pumps, gear boxes, hydraulic systems, automatic, gravity and suction lubricators;
- Dismantling and cleaning filters and taking back gauge pressure tests;
- Setting oil cup valves to regulate flow of oil to machinery;
- Adjusting pump lubricating devices;
- Cleaning machines using air or steam sprays, solvent or water;
- Inspecting belts, drive mechanisms and clutches for defects;
- Jogging, testing and running machines;
- Consulting with operators to determine availability of machines for servicing;
- Advising operators of maintenance work performed;
- Performing other duties.

Descriptive Title: Equipment Technician  
Maintenance Job No. 3

#### Summary

Inspects, maintains, repairs, modifies and overhauls various printing and other equipment including: tying machines, drills, processors and presses; informs the supervisor of the repair requirements and completes reports; performs other duties.

#### Duties

- Diagnosing faults in mechanical, pneumatic, hydraulic and thermal components of printing and other equipment;
- Performing preventive maintenance inspections according to established procedures;
- Trouble-shooting machines that require immediate corrective action;
- Performing adjustments, using appropriate schematic service manuals, power and hand tools, and textbooks;
- Repairing, altering and modifying parts and machines using machine shop and welding equipment;
- Training apprentices, other service personnel and operators as requested;
- Performing major repairs and overhauling and installing equipment;
- Submitting written recommendations on the maintenance or replacement of equipment;
- Reporting on major repairs to be made on equipment;
- Preparing repair estimates;
- Submitting inspection reports;
- Assisting manufacturer's service personnel to relocate, install or erect equipment;
- Performing other duties.

Descriptive Title: Equipment Technician

Maintenance Job No. 4

Summary

Inspects, maintains, repairs, modifies and overhauls various types of printing and other equipment including: presses, bindery gathering machines, paper cutters, cameras, and pumps; informs the supervisor of repair requirements and completes reports; performs other duties.

Duties

- Diagnosing faults in mechanical, pneumatic, hydraulic and/or photomechanical, thermal, electrical, and electronic components of printing and other equipment;
- Performing preventive maintenance inspections according to established procedures;
- Trouble-shooting machines that require immediate corrective action;
- Performing adjustments, using appropriate schematic service manuals, power and hand tools, and text books;
- Repairing, altering and modifying parts and machines using the machine shop and welding equipment;
- Training apprentices, other service personnel and operators as requested;
- Performing major repairs and overhauling and installing equipment;
- Submitting written recommendations on the maintenance or replacement of equipment;
- Reporting on major repairs to be made on equipment;
- Preparing estimates for major repairs;
- Submitting inspection reports;
- Assisting manufacturer's service personnel to relocate, install or erect equipment;
- Performing other duties.

Descriptive Title: Equipment Technician  
Maintenance Job No. 5

### Summary

Inspects, maintains, repairs, and fabricates parts and modifies and overhauls various types of printing and other equipment including: photo-composition and/or web offset presses, multi-coloured presses, automated cameras, and other complex equipment; informs the supervisor of repair requirements and completes reports; performs other duties.

### Duties

- Diagnosing faults in photomechanical, thermal, mechanical and/or electronic components of printing and other equipment;
- Assessing complex maintenance electronic problems and examining equipment components;
- Repairing and overhauling simple and complex components and equipment;
- Trouble-shooting machines that require immediate corrective action;
- Performing adjustments using appropriate schematics, service manuals, power and hand tools and text books;
- Modifying equipment components to correct operational defects or faulty machine design;
- Fabricating replacement parts;
- Performing maintenance and technical investigations;
- Training operator(s) and service personnel or monitoring the operation of specialized printing and other equipment;
- Assisting manufacturer's service personnel to relocate, install or erect equipment;
- Submitting written recommendations on the maintenance or replacement of equipment;
- Preparing estimates for major repairs to complex equipment;
- Performing other duties.



SUB-GROUP - JOB PLANNING AND CONTROL

Definition

The duties of positions in this sub-group are to define printing requirements to plan, estimate and write specifications for all material to be used and operations to be carried out; to set and follow up plant production schedules; to review completed jobs for adherence to specifications; to verify customers' billing; and to perform other duties.

Descriptive Title: Printing Job Planner

Job Planning and Control Job No. 1

Summary

Plans, estimates, schedules and expedites printing jobs to be processed on duplicators with cylinder widths of less than 559 mm (22"); performs other duties.

Duties

- Estimating the cost and through-put time of printing jobs;
- Reviewing printing requisitions, discussing jobs with customers and determining the most economical and time saving methods of production;
- Drafting specifications such as trim, bleed between forms, total printing area, ink and type of stock, press, bindery operations and shipping instructions;
- Scaling copy for enlargement and reduction allowing for stock size and margins;
- Designing a dummy layout indicating how the job is to be processed;
- Reviewing and marking components;
- Arranging for the provision of printing services from other in-house facilities or bought commercially;
- Scheduling, expediting and following up on jobs through all stages of printing;
- Checking the work to ensure all components have been returned from the printers;
- Performs clerical duties such as logging, processing, and forwarding requisitions, answering the telephone and responding to customer inquiries;
- Performing other duties.

Description Title: Printing Job Planner

Job planning and control Job No. 2

Summary

Plans, estimates, schedules and expedites printing jobs to be processed by duplicators with cylinder widths of 559 mm (22") and above; performs other duties.

Duties

- Estimating the cost and through-put time of printing jobs;
- Reviewing printing requisitions, discussing the jobs with customers and determining the most economical and time saving methods of production;
- Drafting specifications such as trim, bleed between forms, total printing area, ink and type of stock, press, bindery operations and shipping instructions;
- Scaling copy for enlargement and reduction allowing for stock size and margins;
- Designing a dummy layout indicating how the job is to be processed;
- Reviewing and marking components;
- Arranging for the provision of printing services from other in-house facilities or bought commercially;
- Scheduling, expediting and following-up on jobs through all stages of printing;
- Performing clerical duties such as logging, processing, and forwarding requisitions, answering the telephone and responding to customer inquiries;
- Checking the work to ensure all components have been returned from the printers;
- Maintaining systems for Decentralized Forms Masters programme;
- Performing other duties.

Descriptive Title: Printing Scheduler/Expediter  
Job Planning and Control Job No. 3

#### Summary

Plans and establishes production schedules for work processed through a plant according to customer requirements and the capacity available; operates and maintains a plant loading-scheduling system to ensure a balanced workload for the Plant; expedites work flow and coordinates the operations of production groups; and performs other duties.

#### Duties

- Analyzing schedules of repetitive or highly sensitive jobs to establish projected workloads for long-range planning and scheduling;
- Establishing schedules to take each job through the entire production process from composition through camera/layout, press, bindery, shipping and/or distribution;
- Evaluating the flow of work and altering schedules to avoid overloads and accommodate priority jobs;
- Monitoring the delivery of material purchased from outside sources to ensure its timely receipt by the production groups concerned;
- Liaising with planning officers and production supervisors to clarify job specifications and instructions;
- Advising the shipping section of unusual requirements involving copy, proofs, material or completed jobs;
- Monitoring the progress of jobs in process against established production schedules;
- Reporting actual or impending production delays to the supervisor;
- Recommending rescheduling, overtime, priority changes and other corrective actions to the supervisor;
- Informing Printing Job Planners when requested delivery dates cannot be met;
- Investigating recurring delays or production problems and suggesting corrective action to the supervisor;
- Providing detailed reports on a specific job or group of jobs on a regular basis;
- Determining and recommending priorities and delivery commitments to planning officers and production supervisors;
- Performing other duties.

Descriptive Title: Printing Planner, Scheduler and Expeditor

Job Planning and Control Job No. 4

### Summary

Plans and develops lithographic processes and production schedules for cartographic projects providing photo-mechanical, photo and digital typesetting, lithographic printing and bindery services; expedites workflow to meet production deadlines and capabilities; and performs other duties.

### Duties

- Examining printing requisitions and determining the most economical and time saving production methods;
- Determining the complexity of the work to be processed and the quality requirements;
- Establishing the production schedules from typesetting to distribution;
- Arranging for the printing services to be carried out in-house or by private sector suppliers;
- Explaining job specifications and providing instructions to production managers;
- Determining and recommending priorities and delivery commitments to production managers;
- Reporting production delays to the supervisor, recommending rescheduling, overtime and priority changes and informing clients of revised delivery dates;
- Monitoring the progress of work in process against the established schedules and making changes to avoid overloads and accommodate priority jobs;
- Investigating recurring delays or production problems and proposing corrective actions to the supervisor;
- Analyzing job schedules and establishing workload projections for long-range planning and scheduling purposes;
- Providing technical information to clients and production staff and preparing detailed reports on specific jobs and projects;
- Advising the shipping section of unusual shipping and receiving requirements;
- Performing clerical duties such as logging, processing and forwarding requisitions and responding to customer enquiries and performing other duties.

Descriptive Title: Printing Cost Examiner

Job Planning and Control Job No. 5

Summary

Examines printing job records to ensure that all time and material charges have been identified and prepares billing documentation; performs other duties.

Duties

- Analyzing computer cost sheets of printing jobs against the customer's requisition to ensure that all time and material charges are correct and included in the total charge, according to customer's specifications;
- Identifying discrepancies between production reported and time actually charged for a given operation;
- Adjusting cost sheets to reflect corrected charges;
- Preparing split billings when two or more customers are sharing costs to ensure each customer is billed according to their requisition;
- Investigating customer enquiries or complaints and comparing the costs of similar work previously performed for the same customer;
- Preparing details of costs of the finished products;
- Identifying and notifying the supervisor of discrepancies, and recommending corrective action;
- Checking prices charged for materials against catalogue listing;
- Discussing unusual problems discovered during the audit of cost sheets with the planners and determining whether the charges to the customer are acceptable;
- Maintaining liaison with printing job planners and supplying information for estimating purposes;
- Keeping records of all manual and computer batches and internal debit or credit invoices used in the preparation of the monthly audit statement;
- Identifying discrepancies in commodity usage and on an annual basis, revising the descriptive interpretation for consistency;
- Performing other duties.

Descriptive Title: Printing Planner and Estimator  
Job Planning and Control Job No. 6

### Summary

Plans, estimates, schedules and expedites jobs to be processed on presses and duplicators with cylinder widths of 559 mm (22") and above; determines services required from commercial suppliers; drafts specifications to detail the requirements of jobs; marks up manuscript and other copy for typesetting, word processor inter-facing and printing; follows up on work in progress, advises customer departments on costs of actual or proposed publications, recommend format and sizes, materials required and production time; attends meetings with customer representatives; and performs other duties.

### Duties

- Estimating the cost and throughput time for printing jobs;
- Examining printing requisitions, accompanying illustrations and copy to determine the most economical and time saving methods of production;
- Determining requirements of jobs processed by press and/or printing duplicators to meet the complexity and quality standard requirements of customer departments;
- Clarifying requirements of printing orders and advising customer departments on matters such as production time, cost, finished size of proposed printing jobs, format and materials required;
- Reviewing printing requisitions, discussing technical requirements and attending meetings with customers;
- Drafting specifications such as trim, bleed between forms, total printing area, ink, type and quantity of paper stock, press, bindery operations and shipping instructions;
- Scaling copy for enlargement and reduction to allow for stock size and margins;
- Designing a dummy layout to indicate imposition of page negatives for printing;
- Reviewing and marking components to conform to specifications;
- Arranging for the provision of printing services from other in-house facilities or private sector suppliers;
- Following up jobs through all stages of manufacturing of printing;
- Providing factual up-to-date information on all parliamentary documents to House of Commons personnel during the session, answering queries and solving problems to meet timely delivery of goods and services;
- Checking to ensure all valuable printing components have been returned from printers;
- Completing clerical requirements such as logging, processing and forwarding requisitions and responding to customer enquiries for technical assistance;
- Providing technical information on typesetting methods, printing and binding;
- Performing other duties.

Descriptive Title: Senior Printing Planner and Estimator  
 Job Planning and Control Job No. 7

### Summary

Plans, estimates and prepares firm-price quotations; schedules and expedites complex high profile printing jobs of a project nature; identifies and recommends method of supply; provides customer department with technical assistance and information, develops accurate cost estimates of the project or proposed publications; produces visuals and artwork; recommends formats, sizes, and materials required; develops time frames for jobs; liaises daily with supervisor; attends meetings with senior management officials of the government and private sector suppliers; performs other duties.

### Duties

- Determining and coordinating project requirements and setting the project parameters;
- Examining customer prepared printing requisitions and accompanying illustrations, manuscript copy, camera-ready copy and other job components for accuracy and completeness and to obtain all pertinent technical printing details;
- Clarifying requirements of printing orders through consultation with the various customer departments;
- Identifying and recommending method of supply for procurement of printing from the private sector;
- Liaising and following up with private sector printers on job progress and informing customer departments of problems or delays;
- Determining quantity of paper and other related materials required and placing order with material management officer;
- Drafting specifications for use by commercial firms for colour process negatives, embossing and other specialty printing requirements;
- Scaling and marking copy, designing dummy layout sheets and supplying this material and special instructions to commercial firms;
- Scheduling, expediting and following up jobs through all stages of manufacturing of printing to prevent customer dissatisfaction, excessive cost to the Crown, and time delays;
- Providing information to the Audit Section concerning cost variances for completed printing jobs;
- Supplying departments and agencies with information such as: production methods and alternatives, production time, cost of proposed publications and recommending publication format and size, and material required;
- Estimating production requirements to accommodate delivery deadlines;
- Estimating cost of publications for departmental encumbrances and preparing firm-price quotations;

Attends meetings of editors and departmental information specialists to recommend methods of supply; provides technical information in relation to composition, printing, binding, distribution and methods of shipping and performs other duties.



JUNIOR SUPERVISOR RATING PLAN

Positions evaluated under this plan have duties required to be performed by an accredited journeyperson in one of the printing trades, as described in Section I, plus additional supervisory responsibilities associated with:

- A a lead hand in charge of journeypersons and other employees; or
- B working in a remote one-person printing operation unit; or
- C a working supervisor with limited supervision over journeypersons and other employees.

To rate a position under this plan, the position is first allocated to the appropriate Sub Group and Job Number of a non-supervisory position. Following this, the additional supervisory duties are compared to the three examples illustrated by the Nature of Supervisory Responsibility Chart and the Bench-Mark Position Descriptions and the position is allocated to the alpha designator that most closely resembles the work performed by the position under review.

## NATURE OF SUPERVISORY RESPONSIBILITY CHART

The Lead hand, in addition to working as a journeyperson, takes the charge role as a working member of the group; assists workers to solve work problems by giving instructions and demonstrations; motivates the group to meet specific quantity and quality standards; explains work to new workers; sets the work pace for the workers; performs other duties.

A

The Remote Unit Journeyperson, in addition to working as a journeyperson, manages a one-person printing service to include duties such as: liaising with customers on the requirements of the work to be performed, lead-times, the most economical method of completing the job; providing estimates, and informing customers of completed work; transferring or obtaining work to/from other facilities; screening and correcting information on processing documents; forwarding requisitions for invoicing; performing a work-in-process; ordering materials and stock; discussing management reports with Supervisor; advising Supervisor of the need for maintenance or repair of printing equipment; performing other duties.

B

The working/junior Supervisor, in addition to working as a journeyperson, exercises limited supervision over journeypersons and other employees and performs other duties such as: allocating work to other journeypersons engaged in production of elements of a printing job; providing limited guidance on format and procedure to other printing journeypersons; monitoring workload to ensure the flow of work is maintained to meet the production requirements and deadlines; checking work for accuracy and adherence to production standards and schedules; discussing worker performance with immediate supervisor; performing other duties.

C

Bench-mark No.: 1

Descriptive Title: Lead hand

Summary

In addition to working as a journeyperson, assumes the charge role as a working member of a group.

Duties

- explaining work by instructing or demonstrating procedures; setting the work pace for the group; ensuring that the group meets specific quantity and quality standards; assisting workers to solve problems;
- discussing worker performance with supervisor;
- reporting production of the group as required;
- performing other duties.

Bench-Mark No. : 2

Descriptive Title: Remote Unit Journeyperson

### Summary

In addition to working as a journeyperson, manages a one person (self) printing facility.

### Duties

- Opening, closing and providing for the security of the facility and its contents;
- Liaising with customers and providing advice on the requirements of the work to be performed within responsibility area; establishing priorities and informing customers of lead time required to perform jobs; recommending the most economical method of completing the jobs; providing estimates when required; informing customers of completed work;
- Informing Supervisor of overtime requirements and idle time; transferring work to other facilities should the workload be too high or too complex for on-site equipment and checking on the status of these jobs, obtaining work from other facilities should the workload be too low;
- Entering commodity quantity information on printing requisitions such as, indicating number of plates and make-readies required, total number of impressions, total number of sheets required to print the job and identifying and quantifying bindery operations when required;
- Forwarding requisitions for billing; preparing periodic statements of the work-in-process and close offs; ordering and keeping an adequate supply of materials and stock on hand;
- Reviewing with the Supervisor management reports such as, Profit and Loss, Production Performance Statement, and Monthly Material Issues Report;
- Ensuring the maintenance and repair of equipment;
- Performing other duties such as answering inquiries related to status of jobs and of general nature; related clerical functions in accordance with established procedures; screening and correcting information on printing requisitions to ensure accuracy and completeness.

Bench-Mark No.: 3

Descriptive Title: Working Supervisor

### Summary

In addition to working as a journeyperson, the working Supervisor exercises limited supervision over a small number of journeypersons and other employees and performs duties such as:

### Duties

- Allocating work to other journeypersons and other employees engaged in production of printing; providing guidance on format and procedure to other journeypersons and employees; monitoring workload to ensure the flow of work is maintained to meet the production requirements and deadlines; checking work for accuracy and adherence to production standards and schedules;
- Reviewing subordinates' work, discussing performance with the immediate supervisor, reporting instances of misconduct and recommending disciplinary action;
- Looking after and providing for the security of the facility and its contents;
- Liaising with customers and providing advice on the requirements of the work to be performed within responsibility area; establishing priorities and informing customers of lead times required to perform jobs; recommending to customers the most economical method of completing the jobs; providing customers with estimates when required; informing customers of completed work;
- Informing Supervisor of overtime requirements and idle time; transferring work to other facilities should the workload be too high or too complex for on-site equipment and checking on status of these jobs, obtaining work from other facilities should the workload be too low;
- Entering commodity quantity information on printing requisitions such as, indicating number of plates and make-readies required, total number of impressions, total number of sheets required to print the job and identifying and quantifying bindery operations when required;
- Forwarding requisitions for billing; preparing periodic statements of the work-in-process and close-offs; ordering and keeping an adequate supply of materials and stock on hand;
- Reviewing with the Supervisor, management reports such as, Profit and Loss, Production Performance Statement, and Monthly Material Issues Report;
- Ensuring the maintenance and repair of equipment;
- Performing other duties, such as answering inquiries related to status of jobs and of general nature; related clerical functions in accordance with established procedures; screening and correcting information on printing requisitions to ensure accuracy and completeness.

SECTION IISENIOR SUPERVISOR RATING PLAN

Positions rated by this Plan are supervisory in nature and are located in a variety of work environments. There are five (5) levels in this plan and the level of a position is determined through the application of the Senior Supervisory Position Rating Grid and by reference to the Bench-mark Position Descriptions.

Notes to Raters

The complexity of a printing environment is determined by considering such criteria as the technical complexity in a specialty, multi-trade operations, diversity of locations, shift operations, production planning responsibilities spanning a number of sub-groups or trades, etc.

The span of technical complexity ranges from photocopy/duplicating processes of limited complexity to full scale press operations of significant complexity.

The size of an organization is illustrated by the Bench-mark Position Descriptions.

# SENIOR SUPERVISORY POSITION RATING GRID

## SUPERVISION

| A  | B  | C  |
|--|--|--|
| SMALL ORGANIZATION<br>OR LIMITED<br>COMPLEXITY | MEDIUM ORGANIZATION<br>OR MODERATE<br>COMPLEXITY | LARGE ORGANIZATION<br>OR SIGNIFICANT<br>COMPLEXITY |

### 1. LIMITED SUPERVISION

Responsibility for supervision is typically direct or through subordinate lead hands or working supervisors and normally involves:

planning and assigning work; setting work priorities; identifying requirements for additional staff and overtime; identifying equipment maintenance requirements and initiating minor repairs; ensuring compliance to policy operating procedures and regulations such as health, safety and security. reviewing work in progress to maintain standards of quality and quantity.

Personnel responsibilities include evaluating performance of subordinates and providing guidance for improvement; providing on-the-job training; initiating and recommending disciplinary action; verifying time cards and authorizing leave and pay in accordance with collective agreements,

|                   |                   |
|-------------------|-------------------|
| B. M. P. D. No. 1 | <b>21</b>         |
| B. M. P. D. No. 2 | B. M. P. D. No. 3 |

### 2. MODERATE SUPERVISION

Responsibility for supervision is typically exercised through subordinate full time or working supervisors and normally involves: preparing input to budgetary, operational, human resource, and capital equipment planning processes; recommending equipment overhaul and implementing a maintenance program; identifying needs and allocating work and resources to supervisors and employees; recommending overtime; contributing to the development of and implementing and controlling operational procedures; resolving day to day problems related to internal operational performance and external client/supplier issues related to quality, delivery and cost. Personnel management responsibilities include reviewing and approving performance appraisals, identifying training requirements and implementing training plans, taking disciplinary action; implementing a health, safety and security program.

|                          |                   |                   |
|--------------------------|-------------------|-------------------|
| <b>B. M. P. D. No. 4</b> | B. M. P. D. No. 5 | B. M. P. D. No. 8 |
|                          | B. M. P. D. No. 6 |                   |
|                          | B. M. P. D. No. 7 |                   |

### 3. SIGNIFICANT SUPERVISION

Responsibility is exercised through subordinate supervisors and normally involves: budget preparation and control; preparing input to long range plans and developing and approving short range plans; recommending capital equipment acquisition and maintaining a comprehensive maintenance program; controlling the distribution of resources and balances workload between organizational units; contributing to policy development and developing procedures for implementation of policy objectives; resolving major problems related to internal operational performance or external client\supplier issues related to quality delivery and cost.

Personnel management responsibilities are significant, including labour relations, health, safety and security, planning for a core of trained staff.

|                    |
|--------------------|
| B. M. P. D. No. 9  |
| B. M. P. D. No. 10 |

SENIOR SUPERVISOR  
BENCH-MARK POSITION DESCRIPTION

| NUMBER | POSITION TITLE                                      | LEVEL | PAGE NO. |
|--------|---|-------|----------|
| 1      | Supervisor, Journal Building Copy Centre            | 1     | 1.1      |
| 2      | Supervisor, Light Bindery, Main Plant               | 1     | 2.1      |
| 3      | Supervisor, Bindery, Statistics Canada Plant        | 2     | 3.1      |
| 4      | Chief, Carling Duplicating Centre                   | 2     | 4.1      |
| 5      | Chief, Pearson Duplicating Centre                   | 3     | 5.1      |
| 6      | Chief, Press, (Day)                                 | 3     | 6.1      |
| 7      | Chief, Production Planning, Statistics Canada Plant | 3     | 7.1      |
| 8      | Chief, Printing Plant, Statistics Canada            | 4     | 8.1      |
| 9      | Manager, Portage Complex                            | 5     | 9.1      |
| 10     | Manager, Press Operations                           | 5     | 10.1     |



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 1

Level: 1

Descriptive Title: Supervisor, Journal Building Copy Centre

Summary

Reporting to the Manager, Olympia Complex, plans and coordinates customer printing requirements; supervises employees providing printing services; and performs other duties.

Duties

% of Time

- |   |    |
|---|----|
| 1. Plans and coordinates printing jobs received from customer departments by:   | 55 |
| <ul style="list-style-type: none"> <li>- reviewing job orders and determining the required level of service;</li> <li>- identifying customer printing requirements, estimating costs and determining time constraints;</li> <li>- selecting the duplicating and bindery techniques to be employed;</li> <li>- checking customer specifications for completeness and accuracy;</li> <li>- setting job priorities and monitoring production;</li> <li>- checking the quantity and quality of work in progress and maintaining standards;</li> <li>- selecting the best method of shipping jobs to the customer;</li> <li>- completing client invoicing documents;</li> <li>- reviewing operational reports and the efficiency of the copy centre;</li> <li>- identifying equipment maintenance requirements;</li> <li>- investigating causes of equipment breakdown, initiating minor repairs and arranging for servicing;</li> <li>- requisitioning supplies and maintaining inventory control for items such as paper, ink, packaging materials and machine parts.</li> </ul> |    |
| 2. Supervises 13 employees at three locations, both directly and through working supervisors, operating a variety of duplicating and bindery equipment by:  | 45 |
| <ul style="list-style-type: none"> <li>- assigning work to subordinates;</li> <li>- providing on-the-job training;</li> <li>- monitoring the application of shop rules and regulations, taking, or recommending disciplinary action as necessary;</li> <li>- completing subordinates' performance appraisal reports;</li> <li>- verifying time cards and authorizing leave and pay in accordance with collective agreements;</li> <li>- investigating accidents and completing reports;</li> <li>- explaining and ensuring compliance with operating instructions and health, safety and security regulations.</li> </ul>   |    |

Position Profile

The Journal Building Copy Centre is a small facility with two satellite copy centres providing printing services of limited complexity. The centre uses high speed photocopiers, duplicators and light bindery equipment.

|                              |        |
|------------------------------|--------|
| Number of Employees:         | 13     |
| Equipment Replacement Value: | \$700K |
| Number of Jobs:              | 21,000 |
| Business Volume:             |        |
| Manufactured:                | \$1.6M |

## 2.1

### BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 2

Level: 1

Descriptive Title: Supervisor, Light Bindery, Main Plant

#### Summary

Reporting to the Chief, Bindery Main Plant plans and coordinates the light bindery activities of the day shift; supervises employees engaged in bindery operations and performs other duties.

#### Duties

% of Time

- |   |    |
|---|----|
| 1. Plans and coordinates the light bindery activities of the day shift in the Bindery, Main Plant by:   | 60 |
| <ul style="list-style-type: none"><li>- reviewing commitments made by Production Planning and Control and the work completed by previous shift and establishing job priorities;</li><li>- reviewing work orders and customer specifications and determining bindery requirements for the jobs;</li><li>- selecting the bindery methods to be employed;</li><li>- recording variances on work orders;</li><li>- identifying requirements for additional staff and overtime;</li><li>- recording the progress of jobs on schedule and workload documents and briefing the supervisor of the subsequent shift of work in progress;</li><li>- checking the quantity and quality of work in progress and maintaining standards;</li><li>- recommending changes and improvements in the methods of production and when approved, supervising implementation;</li><li>- identifying equipment maintenance requirements;</li><li>- investigating causes of equipment breakdown, initiating minor repairs and arranging for servicing;</li><li>- operates bindery equipment as required.</li></ul> |    |
|   |    |
| 2. Supervises 12 employees engaged in bindery operations by:  | 40 |
| <ul style="list-style-type: none"><li>- assigning work to subordinates;</li><li>- providing on the job training;</li><li>- monitoring the application of shop rules and regulations, taking or recommending disciplinary action as required;</li><li>- completing subordinates' performance appraisal reports;</li><li>- verifying time cards and authorizing leave and pay in accordance with collective agreement;</li><li>- investigating accidents and preparing reports;</li><li>- explaining and ensuring compliance with operating instructions and health, safety and security regulations.</li></ul>   |    |

#### Position Profile

The Main Plant bindery operations consist of heavy and light bindery functions. Heavy bindery involves the operation of complex equipment such as cutters, folders and automated on-line book binding machines which include gathering, stitching, glueing and three-way trimming.

The Supervisor, Light Bindery day shift, is responsible for less complex finishing operations using equipment such as drills, stitchers and polywrappers.

|                              |        |
|------------------------------|--------|
| Number of Employees          | 12     |
| Number of Jobs:              | 2,600  |
| Equipment Replacement Value: | \$350K |
| Business Volume:             | \$600K |

3.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 3

Level: 2

Descriptive Title: Supervisor, Bindery, Statistics Canada Plant

Summary

Reporting to the Chief, Statistics Canada Printing Plant, plans and coordinates the light and heavy bindery activities of the Plant; supervises employees engaged in bindery operations and performs other duties.

| Duties  | % of Time |
|---|-----------|
| 1. Plans and coordinates the light and heavy bindery activities of the Plant by:  | 60        |
| <ul style="list-style-type: none"><li>- reviewing commitments made by Production Planning and work completed by the previous shift and establishing job priorities;</li><li>- reviewing work orders and customer specifications for completeness and determining bindery requirements for the jobs;</li><li>- selecting the light and heavy bindery techniques to be employed;</li><li>- recording the progress of jobs on schedule and workload documents and providing other shifts and organizational elements of the Group with related information;</li><li>- checking the quantity and quality of work in progress and maintaining standards;</li><li>- recording variances on work orders;</li><li>- identifying requirement for additional staff and overtime;</li><li>- selecting the best method of shipping jobs to the customer;</li><li>- monitoring the efficiency of shift output and recommending corrective action;</li><li>- identifying equipment maintenance requirements;</li><li>- investigating causes of equipment breakdown, initiating minor repairs and arranging for servicing;</li><li>- recommending changes and improvements in the methods of production and when approved, supervising implementation.</li></ul> |           |
| 2. Supervises 14 employees engaged in bindery operations by:  | 40        |
| <ul style="list-style-type: none"><li>- assigning work to subordinates;</li><li>- providing on-the-job training;</li><li>- monitoring the application of shop rules and regulations, taking or recommending disciplinary action as required;</li><li>- completing subordinates' performance reports;</li><li>- verifying time cards and authorizing leave and pay in accordance with collective agreements;</li><li>- investigating accidents and preparing reports;</li><li>- explaining and ensuring compliance with regulations and operating procedures on matters such as health, safety and security.</li></ul>   |           |

Position Profile

The Statistics Canada Printing Plant is a multi-trade, multi-shift printing facility designed to provide technically complex work within production schedules. The Statistics Canada Bindery operation consists of heavy and light bindery functions.

The Supervisor Bindery is responsible for finishing operations of moderate complexity using equipment such as cutters, folders and automated on-line book binding machines which include gathering, stitching, glueing and three-way trimming.

|                              |        |
|------------------------------|--------|
| Number of Employees:         | 14     |
| Number of Jobs:              | 12,000 |
| Equipment Replacement Value: | \$1.2M |
| Business Volume:             | \$1.4M |

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 4

Level: 2

Descriptive Title: Chief, Carling Duplicating Centre

Summary

Reporting to the Complex Manager, manages the duplicating and photocopying operations of the Carling Duplicating Centre and a satellite copy centre; administers the allocated human, financial and material resources; provides technical advice to customers; performs other duties.

| Duties   | % of Time |
|--|-----------|
| <p>1. Manages the duplicating and photocopying operations of the Carling Duplicating Centre and a satellite copy centre by:</p> <ul style="list-style-type: none"> <li>- planning and scheduling the printing of government documents, loading the centre and controlling the utilization of resources;</li> <li>- establishing work priorities and selecting least-cost production methods to meet customer requirements;</li> <li>- verifying that production and quality standards are implemented and maintained;</li> <li>- analyzing workloads, determining requirements for additional staff and equipment and recommending transfer of work to and from other Complexes;</li> <li>- implementing and controlling internal operating procedures;</li> <li>- identifying and resolving day to day operational problems.</li> </ul>   | 50        |
| <p>2. Administers the allocated human, financial and material resources of the Duplicating Centre by:</p> <ul style="list-style-type: none"> <li>- supervising a staff of 19 employees directly and through one working supervisor;</li> <li>- allocating work and resources to subordinates, reassigning work and recommending overtime;</li> <li>- setting goals and objectives and monitoring performance;</li> <li>- identifying staff requirements and making recommendations to management;</li> <li>- identifying training requirements;</li> <li>- scheduling leave, evaluating employees, taking disciplinary action;</li> <li>- providing input to the annual operating budget;</li> <li>- implementing approved budgets, monitoring variances and recommending corrective action on significant operational variances;</li> <li>- certifying payment of accounts for materials, supplies and other expenses;</li> <li>- recommending to the manager, changes to location, layout, and operating requirements for duplicating and photocopying installations;</li> <li>- liaising with the Public Works manager for building maintenance and repairs;</li> <li>- providing technical advice to the manager related to the planning for, and acquisition of new equipment;</li> <li>- implementing an equipment maintenance program and recommending equipment overhaul;</li> <li>- implementing and controlling health, safety and security procedures;</li> <li>- ensuring the availability of paper and other printing materials.</li> </ul> | 35        |

|  | % of Time |
|--|-----------|
| 3. Provides technical advice to customers by:  | 15        |
| - identifying customer's printing requirements and estimating costs and time constraints;                          |           |
| - providing guidance in layout, copy, artwork, materials, trim sizes, lead time and the meeting of delivery dates; |           |
| - discussing problems with clients, proposing acceptable solutions and implementing corrective actions;            |           |
| - determining alternate methods of supply for products and services.   |           |

Position Profile

The Carling Duplicating Centre is a small organization composed of a duplicating facility and a satellite photocopy centre providing printing services of limited complexity. The centre uses high speed photocopiers, duplicators, and bindery equipment such as folder, cutter and high speed collators.

|                              |        |
|------------------------------|--------|
| Number of Employees:         | 19     |
| Equipment Replacement Value: | \$1.2M |
| Number of Jobs:              | 10,000 |
| Business Volume:             | \$1.8M |



5.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 5

Level : 3

Descriptive Title: Chief, Pearson Duplicating Centre

Summary

Reporting to the Complex Manager, manages the duplicating and photocopying operations of the Pearson Duplicating Centre; administers the allocated human, financial and material resources; provides technical advice to customers; performs other duties.

| Duties   | % of Time |
|--|-----------|
| <p>1. Manages the duplicating and photocopying operations of the Pearson Duplicating Centre by:</p> <ul style="list-style-type: none"> <li>- planning and scheduling the printing of government documents, loading the centre and controlling the distribution of workload between shifts;</li> <li>- reviewing production schedules and modifying as required to meet deadlines;</li> <li>- establishing work priorities and controlling the allocation of resources to meet production requirements;</li> <li>- verifying that production and quality standards are implemented and maintained;</li> <li>- selecting least-cost production methods to meet customer requirements;</li> <li>- providing an overview of work in progress to management;</li> <li>- analyzing workloads, determining requirements for additional staff and equipment and recommending transfer of work to and from other Complexes;</li> <li>- implementing and controlling internal operating procedures;</li> <li>- identifying changed or unscheduled production requirements, reassigning work and recommending overtime as required;</li> <li>- evaluating the impact of new equipment and operating techniques and adjusting planning and scheduling methods and procedures;</li> <li>- identifying and resolving day to day operational problems.</li> </ul> | 50        |
| <p>2. Administers the allocated human, financial and material resources of the Duplicating Centre by:</p> <ul style="list-style-type: none"> <li>- supervising a staff of 55 employees through subordinate supervisors;</li> <li>- allocating work and resources to subordinate supervisors;</li> <li>- identifying staff requirements and making recommendations to management;</li> <li>- identifying training requirements;</li> <li>- setting goals and objectives and monitoring performance;</li> <li>- scheduling leave, evaluating employees and taking disciplinary action;</li> <li>- implementing and controlling health, safety and security procedures;</li> <li>- providing input to the annual operating budget of the Centre;</li> <li>- implementing approved budgets, monitoring variances and recommending corrective action in significant operational variances;</li> <li>- certifying payment of accounts for materials, supplies and other expenses;</li> <li>- recommending to the manager, changes to location, layout, and operating requirements for duplicating and photocopying installations;</li> <li>- ensuring the availability of paper and other printing materials;</li> <li>- implementing an equipment maintenance program and recommending equipment overhaul;</li> </ul>                                   | 35        |

- ensuring that security regulations are followed when processing classified work;
  - monitoring the use of production materials and controlling wastage;
  - liaising with the Public Works manager for building maintenance and repairs;
  - providing technical advice to the manager related to the planning for, and acquisition of new equipment.
3. Provides technical advice to customers by: 15
- identifying customer printing requirements, estimating costs and time constraints;
  - providing guidance in layout, copy, artwork, materials, trim sizes and lead time to meet delivery dates;
  - discussing problems with clients proposing acceptable solutions and implementing corrective actions;
  - determining alternate methods of supply for products and services.

#### Position Profile

The Pearson Duplicating Centre is a medium size multi-shift facility which provides printing services of limited complexity. The centre uses high speed photocopiers, duplicators, and bindery equipment such as folders, cutters and high speed collators.

|                              |        |
|------------------------------|--------|
| Number of Employees:         | 55     |
| Equipment Replacement Value: | \$1.6M |
| Number of Jobs:              | 13,700 |
| Business Volume:             | \$2.8M |

## 6.1

### BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 6

Level : 3

Descriptive Title: Chief, Press (Day)

#### Summary

Reporting to the Manager, Press Operations, manages the day shift of the Press Room; administers the allocated human and material resources; performs other duties.

| Duties  | % of Time |
|---|-----------|
| 1. Manages the day shift of the Main Plant Press Room by:   | 60        |
| 2. <ul style="list-style-type: none"> <li>- determining the scheduled flow of work and the quality and quantity standards for the three shifts;</li> <li>- establishing work priorities and controlling the allocation of resources to meet production requirements;</li> <li>- identifying changed or unscheduled production requirements, reassigning work and recommending overtime as required;</li> <li>- ensuring that production and quality standards are implemented and maintained;</li> <li>- ensuring that security regulations are followed when processing classified work;</li> <li>- implementing an equipment maintenance program and recommending equipment overhaul;</li> <li>- implementing and controlling internal operating procedures;</li> <li>- recommending changes and improvements in the methods of production and assisting in their implementation;</li> <li>- identifying and resolving day-to-day operational problems.</li> </ul>  |           |
| 2. Administers the allocated human and material resources of the Press Room Day Shift by:   | 40        |
| <ul style="list-style-type: none"> <li>- supervising a staff of 16 tradespersons directly and through senior press operators;</li> <li>- allocating work and resources to subordinates;</li> <li>- identifying staff requirements and making recommendations to management;</li> <li>- setting goals and objectives and monitoring performance;</li> <li>- identifying training requirements;</li> <li>- conducting on the job training in technically complex press operations in support of an apprenticeship program;</li> <li>- scheduling leave, evaluating employees, taking disciplinary action;</li> <li>- implementing and controlling health, safety and security procedures;</li> <li>- providing input to the annual operating budget of the Press Room;</li> <li>- monitoring the use of production materials and controlling wastage;</li> <li>- providing technical advice to the Manager Press Operations relating to the acquisition of new presses and the refurbishing of existing equipment.</li> </ul> |           |

Position Profile

The Press Operations of the Main Plant is a 24-hour a day, multi-shift operation combining the processes of camera, layout, plate making and press, divided organizationally into prepress and press. Within this environment the press responsibilities on each shift involve processing the printing requirements of the Government of Canada using technically complex web and sheet fed, single and multi-color presses, and ancillary equipment such as a computerized print control system. The equipment and methods used in the pressroom represent the leading edge of technology in offset printing.

|                              |  |
|------------------------------|--|
| Number of Employees:         | 16                                       |
| Equipment Replacement Value: | \$8M                                     |
| Number of Presses:           | 15 presses, the largest valued at \$1.2M |
| Annual Paper Usage:          | 1200 tones annually                      |

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 7

Level : 3

Descriptive Title: Chief, Production Planning, Statistics Canada Plant

Summary

Reporting to the Complex Manager, manages the production planning operations of the Statistics Canada Printing Plant; controls the allocated human, financial and material resources; administers the contracting activities; performs other duties.

| Duties   | % of Time |
|--|-----------|
| <p>1. Manages the production planning and scheduling operations of the Statistics Canada Printing Plant by:</p> <ul style="list-style-type: none"> <li>- reviewing production schedules, directing the loading of the Plant and planning the maximum utilization of resources;</li> <li>- developing contingency plans should production problems arise;</li> <li>- identifying customer printing requirements, estimating costs and determining time constraints;</li> <li>- developing proposals on cost alternatives, production time frames and standards of quality for customer acceptance;</li> <li>- providing cost estimates to clients and identifying the production methods that achieve best value for the Crown;</li> <li>- selecting the least-cost production methods that meet customer requirements;</li> <li>- analyzing client work orders and advising management on business trends;</li> <li>- providing an overview of work in progress to plant management;</li> <li>- reviewing the operating procedures of the Section, contributing to the development of new methods and recommending and implementing changes;</li> <li>- evaluating the impact of new equipment and methods.</li> </ul> | 45        |
| <p>2. Controls the allocated human, financial and material resources of the Section by:</p> <ul style="list-style-type: none"> <li>- supervising a staff of 10 employees directly and through one working supervisor;</li> <li>- assigning work, setting performance goals and objectives and assessing staff performance;</li> <li>- scheduling leave and overtime and taking disciplinary action;</li> <li>- arranging and implementing staff training programs;</li> <li>- identifying staff requirements and making recommendations to management;</li> <li>- providing input to the annual operating budget of the Section and implementing approved budgets;</li> <li>- certifying payment of accounts for materials, supplies and other expenses;</li> <li>- ensuring the availability of paper and other printing materials;</li> <li>- implementing and controlling health, safety and security procedures.</li> </ul>  | 30        |

3. Administers the contracting activities of the Complex by:25
- applying make or buy guidelines to all requests for printing services;

- determining alternate methods of supply for products and services;

- approving contract call-up documents, ensuring that best value for money is achieved and delivered products meet specifications;

- ensuring that contracting procedures are understood and followed;

- documenting instances of supplier non-compliance and initiating claim action;

- recommending to the Complex Manager the delisting of suppliers who consistently fail to meet contractual specifications.

Position Profile

The Statistics Canada Complex consists of a multi-shift printing plant, a duplicating centre and a number of satellite copy centres. Although the production planning unit is small, the responsibilities of this position include planning functions for camera, layout, press and bindery operations of the Plant and the contracting-out activities of the entire Complex.

|                      |        |              |        |
|----------------------|--------|--------------|--------|
| Number of Employees: | 10     |              |        |
| Business Volume:     |        |              |        |
| Manufactured:        | \$6M   | Transactions | 20,000 |
| Purchased:           | \$2.4M | Transactions | 1,700  |

8.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 8

Level: 4

Descriptive Title: Chief, Printing Plant, Statistics Canada

Summary

Reporting to the Complex Manager, manages the printing, duplicating and photocopying operations of the Statistics Canada Printing Plant and satellite copy centres; controls the allocated human, financial and material resources; provides technical advice to customers; performs other duties.

Duties

% of Time

- |    |  |    |
|----|--|----|
| 1. | Manages the printing, duplicating and photocopying operations of the Statistics Canada Printing Plant and satellite copy centres by:   | 40 |
|    | <ul style="list-style-type: none"> <li>- analyzing workloads and recommending transfer of work to and from other complexes;</li> <li>- controlling the distribution of workload between multi-shift operations and installations;</li> <li>- determining requirements for additional staff and equipment to meet fluctuating work loads;</li> <li>- establishing work priorities that meet customer deadlines;</li> <li>- implementing and controlling internal methods and procedures for Plant operations;</li> <li>- reviewing reports and resolving day to day operational problems;</li> <li>- implementing an equipment maintenance program and recommending equipment overhaul.</li> </ul>  |    |
| 2. | Controls the allocated human, financial and material resources of the Plant and copy centres by:   | 40 |
|    | <ul style="list-style-type: none"> <li>- supervising a staff of 60 employees through subordinate supervisors, working in three locations;</li> <li>- monitoring production reports, identifying staff requirements and making recommendations to management;</li> <li>- setting goals and objectives and assessing employee performance;</li> <li>- scheduling leave and overtime and taking disciplinary action;</li> <li>- identifying training requirements;</li> <li>- implementing and controlling health, safety and security procedures;</li> <li>- providing input to the annual operating budget of the Complex;</li> <li>- implementing approved budgets, monitoring variances and recommending corrective action on significant operational variances;</li> <li>- certifying payment of accounts for materials, supplies and other expenses;</li> <li>- recommending to the Complex Manager changes to location, layout and operating requirements for printing and copying installations;</li> </ul> |    |

% of Time

- Liaising with the Public Works Manager for building maintenance and repairs;
  - providing technical advice to the Complex Manager related to the planning for, and acquisition of new equipment.
3. Provides technical advice to customers by: 20
- advising customers on the most cost effective printing methods that satisfy their requirements;
  - providing guidance in layout, copy, artwork, materials, trim sizes and lead time required to meet delivery dates;
  - assisting customers to develop detailed work plans to meet long range printing requirements;
  - discussing problems with clients, proposing acceptable solutions and implementing corrective action.

Position Profile

The Statistics Canada Printing Plant is a multi-trade, multi-shift printing facility which includes camera, layout, press and bindery operations. This full service operation is designed to provide technically complex work within tight production schedules. Production capabilities include line and halftone film processing, colour printing, perfect binding and saddle stitching. Duplicating and photocopying services are also provided in the printing plant as well as in remote satellite centres.

Number of Facilities: 1 printing plant  
2 copy centres

Number of Employees: 60

Operating Budget: \$4M

Equipment Replacement Value: \$3.5M

Business Volume:

Manufactured: \$6M

EQUIPMENT:

Number of presses: 5

Number of duplicators: 13

Number of photocopiers: 2



9.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 9

Level: 5

Descriptive Title: Manager, Portage Complex

Summary

Reporting to the Deputy Director, Outside Plants, manages the operations of the Portage Complex; controls the human, financial, material and capital equipment resources of the Complex; implements departmental contracting-out commitments; provides customer liaison services; performs other duties.

Duties

% of Time

- |    |  |    |
|----|--|----|
| 1. | Manages the manufacturing operations of the Portage Complex by:  | 40 |
|    | <ul style="list-style-type: none"><li>- participating as an Outside Plants Management Committee member in formulating operating policies and procedures;</li><li>- planning the workload distribution between installations;</li><li>- developing procedures for the control of labor, materials and supplies;</li><li>- arranging for the re-direction of work to other Complexes or the Main Plant;</li><li>- developing internal methods and procedures;</li><li>- directing the printing of sensitive documents with critical deadlines;</li><li>- advising management on the location, layout and operating requirements of new printing installations;</li><li>- reviewing with Engineering and Technical Services and Public Works Canada, the physical aspects of allotted space such as access, air conditioning, maintenance and repairs;</li><li>- developing and maintaining a comprehensive maintenance program for the Complex, in consultation with Engineering and Technical Services.</li></ul> |    |
|    |  |    |
| 2. | Controls the human, financial, material and capital equipment resources of the Complex, by:  | 30 |
|    | <ul style="list-style-type: none"><li>- directing a staff of 80 employees, through subordinate supervisors at ten facilities located in the National Capital Region;</li><li>- coordinating labor requirements for the workload assigned to each installation, assigning personnel and approving overtime schedules;</li><li>- planning for a core of trained staff;</li><li>- reviewing and resolving labor relations issues and problems;</li><li>- preparing the annual Complex operating budget;</li><li>- analyzing financial statements, identifying significant variances from budget and initiating corrective action;</li><li>- exercising delegated signing authority for items such as the payment of accounts and the maintenance and repair of equipment;</li></ul>   |    |

- recommending the acquisition or replacement of capital equipment;
- interpreting safety and security regulations and practices and ensuring they are understood and carried out.

3. Implements departmental contracting out commitments by: 15
- applying make or buy guidelines to all requests for printing services;
  - determining, recommending and implementing alternate methods of supply for printing products and services;
  - approving contract call-up documents, ensuring that best value for money is achieved and contracting policies are followed;
  - maintaining a quality control system that meets established departmental and industry standards;
  - resolving contractual difficulties with suppliers for issues such as poor quality and late delivery;
  - initiating claim action against suppliers for non performance;
  - recommending the delisting of suppliers who consistently fail to meet contractual specifications.
4. Provides customer liaison services by: 15
- instituting a marketing program and making customers aware of the range of services available to them;
  - providing guidance in the full range of graphic arts services and advising on the optimum methods of satisfying printing requirements;
  - conducting surveys to determine customer needs for graphic arts services;
  - negotiating with clients to resolve major problems.

#### Position Profile

The Portage Complex is a large organization comprised of a network of duplicating plants and copy centres co-located with client departments. Operating in a revenue dependent environment, the Complex manufactures and purchases printing services based on least-cost to the Crown.

Managerial responsibilities are complicated by the numerous locations, large staff, direct client and supplier contacts and the high number of transactions.

|                              |   |                     |
|------------------------------|---|---------------------|
| Number of Facilities:        | 2 duplicating centres<br>8 copy centres |                     |
| Number of Employees:         | 80                                      |                     |
| Operating Budget:            | \$6.8M                                  |                     |
| Equipment Replacement Value: | \$2M                                    |                     |
| Number of Customers:         | 1,100 (consignees)                      |                     |
| Business Volumes:            |   |                     |
| Manufactured                 | \$7M sales                              | 70,000 transactions |
| Purchased                    | \$1.7M sales                            | 2,000 transactions  |

## 10.1

Bench-mark Position Number: 10

Level: 5

Descriptive Title: Manager, Press Operations

### Summary

Reporting to the Deputy Director, Main Plant, manages the pre-press and press operations to meet the printing needs of Parliament, government departments and agencies; controls the human, financial, material and capital equipment resources of the Press Operations; provides technical advice and guidance and performs other duties.

| Duties   | % of Time |
|--|-----------|
| <p>1. Manages the pre-press and press operations of the Main Plant, by:</p> <ul style="list-style-type: none"> <li>- participating as a Main Plant Management Committee member in formulating operating policies and procedures;</li> <li>- analyzing and determining labor and equipment requirements, authorizing overtime and coordinating the maintenance, material management, job planning and other service elements to optimize production capacity;</li> <li>- reallocating and arranging pre-press work with Outside Plants during peak periods;</li> <li>- reviewing management reports, detecting production variances and initiating corrective action;</li> <li>- developing internal methods and procedures, safeguarding against leaks of classified and sensitive printed material and ensuring that delivery dates are met;</li> </ul>   | 60        |
| <p>2. Controls the human, financial, material and capital equipment resources of the Press Operations, by:</p> <ul style="list-style-type: none"> <li>- directing through subordinate supervisors, a staff of 70 tradespersons;</li> <li>- planning and scheduling a three-shift operation;</li> <li>- adjusting shifts to deal with workload variances or production emergencies;</li> <li>- planning for a core of trained staff;</li> <li>- reviewing and resolving labor relations issues and problems;</li> <li>- preparing the annual Group operating budget;</li> <li>- analyzing financial statements, identifying significant variances from budget and initiating corrective action;</li> <li>- exercising delegated signing authority for items such as payment of accounts, and maintenance and repair of equipment;</li> <li>- analyzing equipment performance and recommending the acquisition or replacement of capital equipment;</li> <li>- interpreting safety and security regulations and practices and ensuring they are understood and carried out.</li> </ul> | 30        |

% of Time

3. Provides technical advice and guidance to customers, industry and departmental printing organizations, by:
- advising Production Planning of technical alternatives which impact upon the planning of specific client requirements;
  - persuading officials of client departments to modify their printing requirements, to meet critical deliveries or to maximize cost savings;
  - acting as the Departmental consultant where technical expertise in pre-press or press is required;
  - monitoring the printing of Householders (Members of Parliament information bulletins to constituents) and resolving supplier problems of unsatisfactory product or service;
  - providing technical expertise in the development of graphic arts training programs within the department, or externally in cooperation with the Council of Graphic Arts Unions or educational institutions;
  - participating in the development of production methods and industrial standards of productivity and quality control.
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#### Position Profile

As part of the largest printing plant in Canada, Press Operations combines in one organization the processes of camera, layout, plate making, and press for the production of the Government of Canada's printing requirements. Operating in a revenue dependent environment, the Group must maintain the highest standards of productivity in all graphic arts techniques including color process work, in order to remain competitive with the private sector.

Significant trade complexity presents the greatest challenge to this position. Trade responsibilities are complicated by a high pressure manufacturing environment using equipment which represents the leading edge of technology, operating on a 24 hour a day, 7 day a week basis.

|                              |  |
|------------------------------|--|
| Number of Employees:         | 70                                       |
| Operating Budget:            | \$4.3M                                   |
| Equipment Replacement Value: | \$10M                                    |
| Number of Presses:           | 15 presses, the largest valued at \$1.2M |
| Annual Paper Usage:          | 3500 tones annually                      |
| Business Volume:             | \$10M sales      5200 jobs               |