#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Print Shop Operations Assistant

**Job Number:** SO-319 | VIP: 1563

**Band:** OPSEU- 3

**Department:** Financial Services

**Supervisor Title:** Supervisor, Print Services

**Last Reviewed:**  October 22, 2019

#### **Job Purpose:**

Reporting to the Supervisor, Print Services, the Print Shop Operations Assistant assists in the operations of the Print Shop, providing customer service at the front counter and supporting the operation by providing print finishing, wide format finishing by processing print requisitions and copying requests.

#### Key Activities:

* Operates colour and black/white digital press, finishing and bindery equipment.
* Communicates with clients by phone or at the front counter, answering questions on printing, copying and bindery needs.
* Processes printing requests, office supply orders and photocopier supply orders.

#### Education Required:

* Secondary School Diploma.

#### Experience/Qualifications Required:

* Minimum one (1) year experience working in a print production/copier shop or related field such as an administrative or office environment; demonstrated experience working with photocopiers, printers, fax machines, etc.
* Intermediate level of computer skills; proficiency in MS Word, Excel and PowerPoint
* Demonstrated skills in finishing and bindery processes for print work and finishing and installation of wide format products (signage, canvas, cut lettering)

**Job Evaluation Factors:**

##### Communication

Internal Contact

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

External Contacts:

External Clients - advise on printing requests

##### Motor/Sensory Skills

Motor Skills:

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

Fine Motor Skills Digital presses and assorted bindery equipment, requires.

accuracy and precise movements.

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

Colours.

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

office supplies.

Sensory Skills:

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

Hearing Constant high noise level, interpret unusual noises in equipment

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

paper colour with bindery materials

Smell Fumes from toners

Touch Texture of paper stock, precise settings on machinery

##### Effort

Mental Effort:

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

Seeing Constantly monitor quality of printed materials

Listening Continuous interruptions by phone, front counter

Smell Constant odours within shop

Physical Effort:

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

Standing Running all print shop equipment

Bending Adjusting equipment to produce quality

Lifting Unloading boxes of paper

Carrying Boxes of paper, office supplies, finished printed materials

Sitting Collating and packaging order

##### Working Conditions

Psychological Conditions:

**Condition**

* Lack of control
* Priorities
* Interruptions

Physical Conditions:

**Condition**

* Constant exposure to load noises, fumes and machinery