

OFFSET DUPLICATOR OPERATOR, PRINCIPAL CLASS

Nature of work

The principal and customary work of the employee in this employment class consists in performing the duties of a team leader responsible for all the work done in a printing shop. As such, he must co-ordinate and control the work of the members of his team who are mainly offset duplicator operators. He must also work on an offset duplicator as well as on the various machines of the printing shop.

Rate your skills

	Yes	No
I am familiar with the working of an offset duplicator.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to operate different machines used in a printing service.	<input type="checkbox"/>	<input type="checkbox"/>
I can organize, coordinate and control the work of employees.	<input type="checkbox"/>	<input type="checkbox"/>
I can determine priorities.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to assess the quality of the work done.	<input type="checkbox"/>	<input type="checkbox"/>
In case of equipment breakdown, I am able to take the necessary steps in order to keep production going.	<input type="checkbox"/>	<input type="checkbox"/>
I can supervise the training of new employees.	<input type="checkbox"/>	<input type="checkbox"/>

Required skills

I am good at planning and organization of work.	<input type="checkbox"/>	<input type="checkbox"/>
I can solve problems.	<input type="checkbox"/>	<input type="checkbox"/>
I can make decisions.	<input type="checkbox"/>	<input type="checkbox"/>