

OFFSET DUPLICATOR OPERATOR

Nature of work

The principal and customary work of the employee in this employment class consists in operating an offset duplicator as well as various machines used in the printing shop.

Required qualifications

Schooling and experience

To have a diploma of vocational studies in an appropriate specialty;

or

for candidates within the college, to have at least two (2) years of experience in the printing department; such experience must include the operation of various printing machines and training in offset duplicator operation.

Some characteristic duties

The employee in this employment class runs one or alternatively several offset duplicators depending on the number of copies to be made. He carries out the required printing work.

He also ensures the operation of the various machines used in the printing shop.

He gives his opinion on the typographical form to be used, the layout, the colour and the pagination.

He ensures the preparation of stencils and plates.

He sees to the maintenance of the various machines in the printing shop and when a breakdown occurs, he carries out the repairs that are within his skills. He is in charge of stationery stocks for his department; he makes out requisitions and carries out or helps to carry out inventories.

He may be called upon to train new offset duplicators in their work as well as to co-ordinate the work of support personnel.

If need be, he performs any other related tasks.