

1.2.6 PRINTING OPERATOR

Nature of the work

The principal and customary work of an employee in this class of employment consists in operating one or more offset or lithographic presses. In addition, he or she uses or operates the tools and equipment required to prepare originals and plates and to collate documents.

This class of employment does not include employees whose principal and customary work consists in photocopying or reproducing documents, using any other printing process.

Characteristic functions

The employee in this class of employment ensures the operation of one or several presses depending on the number of copies to be made, whether the machines are automatic, conventional or chain delivery duplicators; he or she carries out the printing of various documents, circulars, bulletins, newspapers, forms, letterheads and envelopes consisting of one or more colours in proper registration and ensures the distribution.

The employee prepares stencils and plates using a converter or plate burner or photolithographic process; he or she modifies, if necessary, the original format of the document; fixes the plate on the cylinder, loads the paper feed, adjusts the feeders, the side guides and the conveyor; prepares the moistening and inking solutions; cleans, maintains, adjusts and oils the duplicator and, when it breaks down, carries out any repairs within his or her competence.

He or she gives his or her advice on the typographical form, formatting, colour and pagination.

The employee uses, within his or her competence, a computer equipped with the appropriate software to obtain originals from computer files, to correct, among other things, the layout, composition, format and rendering of an image of the original as well as to fabricate plates.

In addition, he or she operates machines, such as cold typesetters, titlers, multi-position inserters and, if necessary, various commercial or industrial machines used to collate, bind, fold, cut, address and insert documents.

He or she controls the paper stock and other materials of his or her department, prepares production reports, calculates the costs and bills customers; fills out purchase orders, receives and stores the materials and prepares the inventories alone or with others.

He or she may be required to train new printing operators.

If need be, he or she performs any other related duty.

Required qualifications

Schooling

Hold a Diploma of Vocational Studies in Printing or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.