

2.1.10 REPROGRAPHY OPERATOR, PRINCIPAL CLASS

Nature of the work

The principal and customary work of an employee in this class of employment consists in organizing, coordinating and monitoring the work carried out by his or her team composed mainly of reprography operators.

In addition, he or she must carry out the characteristic functions of the class of employment of reprography operator and perform the work of a more complex nature.

Characteristic functions

The employee in this class of employment coordinates, distributes and verifies the work, gives his or her advice on the quality and ensures that deadlines are met; he or she provides employee orientation.

In the case of breakdown or other irregularity, he or she takes the necessary measures to continue production.

He or she may be required to work with his or her superiors to prepare budgetary estimates for his or her sector of activity.

He or she makes suggestions and recommendations designed to improve the operations for which he or she is responsible.

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

Required qualifications

Schooling and experience

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have four (4) years of pertinent experience.