**SUMMARY:**

Printing and Duplicating Services is a unit within the larger Division of Student Affairs. As part of Student Affairs, the unit is committed to supporting staff, faculty, students, and departmental success and providing service excellence. The Bindery/Digital Press Operator is a key component of Printing Services day to day operation.

The Bindery/Digital Press Operator maintains consistent workflow in various areas of Printing Services including: operating black & white and colour digital printers, pre and post cutting paper on the guillotine cutter, operating a variety of finishing equipment to complete printing projects, packaging and shipping completed projects and maintaining a clean and safe work environment.

The Bindery/Digital Press Operator works on a team with 4 other production staff and will need to be flexible depending on what binding/finishing/printing is needed at the time. Shift work may be required at peak periods.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. **Responsibility:**
   **Bindery 35%**
   
   **Duties:**
   - Ship completed jobs including; labeling and packaging them up for campus mail, box run, commercial courier or pickup
   - Provide assistance to Blink wide format in busy times, including: trimming posters and vinyl down to the requested size, weeding and separating decals, mounting vinyl to the appropriate substrates, laminating printed vinyl and packaging up completed materials
   - Receive product and material shipments
   - Utilize MIS system Printsmith to update job tickets on their location within the shop, gather shipping info and close tickets when complete
   - Operate bindery machinery for binding and finishing print jobs by setting up and operating a wide variety of equipment including but not limited to:
     - Collator/booklet maker
- Folding, creasing, scoring, perforating and slitting equipment
- Perfect book binder
- Envelope inserter
- Coil and cerlox binders and punches
- Multiple head hydraulic drill
- Shrink Wrapper

2. Responsibility:
Operate digital production printers 30%

Duties:
- Work with printing software to build course materials and set printing format
- Scan and perform a variety of graphic functions (eg. adding photos, merging headings or logos, cleaning up poor copies, enhancing image quality, rotating images and deleting unwanted images, setting various print options, including table of contents, page numbers, sided, tabs, colour of paper and weight of paper)
- Utilize established protocols for file naming convention
- Program jobs by combining files of various formats from various sources
- Scan to print or print from file
- Ensure proper paper stocks are loaded in the printers and change the paper catalogue and settings when necessary
- Check proof of first copy out
- Ensure paper grain is correct for perfect bound books
- Ensure the page count is accurate on the work order and note discrepancies
- Clear machine or paper jams and make minor adjustments to the printer
- Add toner and/or replace waste toner container and prepare used containers for recycling
- Replace staple cartridges or staple wire as required
- Calibrate printers regularly to ensure quality remains consistent
- Ensure colours are consistent with approved proofs and pantone book

3. Responsibility:
Cutting 30%

Duties:
- Operate heavy duty guillotine cutter with accuracy to cut parent sheets down for our press and cut printed materials in preparation for binding and finishing
- Change and adjust the guillotine blade
- Provide general maintenance to cutter

4. Responsibility:
General shop maintenance and responsibilities 5%

Duties:
- Maintain a clean and functional work area, which includes recycling, cleaning and the organization of the production area
- Ensure all equipment is properly maintained and in safe operating condition before using
- Ensure all work order instructions are understood and followed
- Provide information to support cost estimates and quotes
- Make changes to work order when necessary
- Ensure adequate stock supply and inform the supervisor when supplies are low
- Maintain confidentiality and discretion at all times, which requires shredding all waste confidential documents before the end of shift

**REQUIRED QUALIFICATIONS:**

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<th><strong>Skills:</strong></th>
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<td>Ability to interact and communicate effectively both verbally and in writing</td>
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<td>Must be able to work independently while within a team structure with minimal supervision</td>
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<td>Ability to fit into and contribute to a positive and collaborative work environment and culture</td>
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<td>Close visual acuity, accurate colour vision and attention to detail</td>
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<td>Keep accurate records</td>
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<td>Strong mechanical aptitude and troubleshooting skills to make adjustments and small repairs to printing and binding equipment</td>
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<td>Ability to show initiative, multitask and prioritize work according to project deadlines</td>
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<td>Manual dexterity</td>
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<td>Physical requirements include ability to carry 50lbs as well as continuous reaching, walking, standing and lifting</td>
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<td>Must be flexible, willing and able to operate different finishing equipment as required.</td>
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**Specialized Knowledge/Education:**

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<tr>
<td>Knowledge of printing and bindery processes</td>
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<td>Knowledge of printing software applications, such as MIS system Printsmith, and how to use them</td>
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<td>Knowledge of Adobe Acrobat, UltraPrint Client, Alto and image arranger considered an asset</td>
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<td>Knowledge and ability to work with software to create course materials and print them on a digital press</td>
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**Experience:**  
2-3 years of printing and bindery experience

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<th><strong>Employee’s Signature:</strong></th>
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| **Supervisor’s Signature:** | **Date:** |