



JOB DESCRIPTION

JOB TITLE	Graphics Technician, Printing Services <i>(Formerly Press Operator Graphics Technician)</i>
JOB GROUP	CUPE 4222A
JOB LEVEL	D
DEPARTMENT	Director's Services, Graphic Services
SUPERVISOR	Supervisor, Graphic Services

POSITION SUMMARY

The Graphics Technician prepares artwork and documents for printing or reproduction which may require original design work, modifying designs and/or electronic typesetting, along with responsibility for the set-up of audio visual equipment in the education centre.

DUTIES AND RESPONSIBILITIES

- Utilize publishing and design software to prepare electronic files for printing or copying.
- Prepare separations required for printing in multiple colours.
- Design and create original images and documents as requested by client.
- Scan images to be used in print documents such as yearbooks or on letterhead, etc.
- Create files for electronic distribution.
- Retrieve Ministry of Education and other documents from website.
- Book and set-up audio visual equipment in the education centre.
- Advise clients on equipment requirements and demonstrate use.
- Troubleshoot audio-visual equipment during presentations.
- Provide clients with advice on layout and design of various documents such as yearbooks, flyers and student handbooks.
- Duplicate documents on various computer based and other copier systems within the department.

EDUCATION

Completion of a two year post-secondary program in a graphic arts or equivalent.

EXPERIENCE

One and one half years of related work experience is required.