



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Production Assistant (formerly Bindery Operator)
<b>JOB GROUP</b>	CUPE 4222A
<b>LEVEL</b>	B
<b>DEPARTMENT</b>	Printing Services
<b>SUPERVISOR</b>	Supervisor, Printing Services

### **POSITION SUMMARY**

The Production Assistant, Printing Services performs tasks related to the final quality control check of the product, including all finishing and bindery, packing and shipping. The incumbent operates printers for the production of special items.

### **DUTIES AND RESPONSIBILITIES**

- Set-up and operate machines used in the finishing of print material, such as collator/folder/stitcher machine, cutter machine, floor stitcher, drill press and binding machines.
- Complete manual operations such as collating, folding, and scoring as required.
- Stuff binders and sort by school.
- Glue carbonless forms and note pads.
- Pack and ship finished product.
- Log finished work in shipping manifest.
- Complete final check for quality control of finished product.
- Lift, stack and move materials or completed product of varying weights.
- Maintain and perform minor repairs on bindery, finishing equipment and copiers within Board office.
- Print and process jobs from the VAX mainframe.
- Receive requests for copying and printing in person or by telephone.
- Act as backup for sealing and sorting pay statements.
- Operate copiers.

### **EDUCATION**

Completion of secondary school or equivalent.

### **EXPERIENCE**

Previous related work experience is an asset.