

2.1.9 REPROGRAPHY OPERATOR

Nature of the work

The principal and customary work of an employee in this class of employment consists in photocopying or reproducing documents in black and white or colour, using one or more machines other than an offset duplicator or a press and, if necessary, carrying out collating and finishing operations using the appropriate equipment.

Characteristic functions

The employee in this class of employment operates one or more photocopiers or any other machine used to reproduce documents of all types from originals or computer files; he or she verifies the quality of originals and, if necessary, performs the necessary tasks, such as assembly, gluing and layout to produce suitable copies; loads paper, cardboard and staples in the machines; programs them according to customer requirements; adjusts margins and controls copy exposure; checks quality of printing.

The employee maintains the machines; fills them with ink; cleans them; polishes the cylinders; replaces defective parts; within his or her competence, the employee repairs them or, if necessary, ensures that they are repaired.

The employee ensures that the paper stocks are sufficient, prepares compilations, reports and billing.

The employee may be required to contact clients to obtain information or change purchase orders.

Moreover, the employee cuts, collates, glues, makes holes, folds, staples or plasticizes documents. To do this, he or she uses manual, electric or electronic machines, such as a folding machine, perforating machine, trimmer, guillotine, press, binding machine and shredder.

The employee may be required to train new reprography operators.

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

Required qualifications

Schooling

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.