

Job Class Profile: Lithographer I**Pay Level:** CG-24 **Point Band:** 422-455

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	3	3	4	2	2	2	1	3	
Points	140	50	19	19	60	43	41	21	32	425

JOB SUMMARY

The Lithographer I performs technical and consultative graphic design work including all pre-press operations and high quality colour laser production.

Key and Periodic Activities

- Examines printing requests and determines type of software best suited to meet specific customer/client needs; confers with customer/clients and advises on style, size, spacing and design.
- Composes and presents job layout in the most cost effective manner for customer/client.
- Prepares output of job in hard copy format and sends to customer/client for approval and makes any necessary changes.
- Determines type of machine to perform output of finalized job (i.e. offset printing press, digital printing press, color photo copier, black and white copier).
- Prepares layout and produces provincial budget documents.

SKILL**Knowledge****General and Specific Knowledge:**

- Graphic design and printing.
- Various types of software used for graphic design and printing.

Formal Education and/or Certification(s):

- Minimum: 2-Year Specialized Post-Secondary Diploma in Graphic Design and Offset Printing.

Years of Experience:

- Minimum: < 1 year.

Competencies:

- Ability to apply established techniques.
- Ability to develop new solutions.
- Ability to provide advice on how to solve a problem.

- Ability to repair, calibrate and operate photo copiers and image setters.
- Ability to utilize various types of software applications.
- Written and verbal communication skills (email and telephone communication with customers).

Interpersonal Skills

- A range of interpersonal skills are used to listen, ask questions, provide routine and specialized information, instruct customers on how to properly prepare their files to meet required pre-press specifications, gain the co-operation of others when seeking solutions to problems relating to printing deadlines from co-workers, and periodically deal with upset people on the phone regarding their printing requests and associated deadlines.
- Communication occurs with supervisor and employees within the immediate work area/department/government, and from time to time with students/trainees and internal departmental executives.
- Most significant contacts are customers to deal with confidential or sensitive information, and co-workers and supervisor for consultation purposes.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Work occasionally requires lifting or moving of objects less than 10 lbs. such as packages and cartons of paper for copiers. Bending and kneeling is also required to physically handle materials.
- The majority of work involves using a computer and sitting at a desk for extended periods of time preparing job layouts. Therefore, fine finger and precision work is a constant requirement.

Concentration

- **Visual** concentration involves staring at a computer screen for extended periods of time.
- **Auditory** demands are experienced when listening attentively to instructions from supervisor to ensure tasks are performed correctly and listening to customers regarding their printing requests.
- Activities such as typing and using a computer can be **repetitious and require alertness** as well as **eye/hand coordination**.
- **Time pressures and deadlines** are experienced when customers have last minute printing requests. Often, many deadlines (red tagged jobs) occur at the same time and multi-tasking is required.
- Performing document layout and filing requires **exact results and precision**.

Complexity

- Majority of tasks range from repetitive/well defined to different but related working within defined and standard work processes.
- A typical problem that occurs is when a customer submits work that does not meet proper guidelines for printing (i.e. missing graphics, fonts, improper formatting, etc.) Contact with

customer/client is required to resolve.

- Challenges/problems/issues typically have obvious solutions and can be resolved in a team setting, however, occasionally they must be defined and practical solutions found.
- Reference sources available includes supervisor, co-workers and on-line help resources.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled and are planned in accordance with predetermined guidelines and reviewed through consultation with supervisor.
- Work includes providing advice to customers on the layout of a document.
- Employees must exercise discretion and judgement when discussing printing requirements with customers/clients.

Impact

- Impacts generally affect the immediate work area and customers/clients.
- Resources affected include finances. If tasks and activities are completed correctly, the job is finalized and no additional financial loss is incurred as a result of having to re-print.
- The consequences of a mistake or error can impact the above noted people and resources, if it necessitates in a printing job having to be re-done.
- The risk or consequences of an error is mitigated by the close supervision received and review of document by customer/client.

Development and Leadership of Others

- There is no requirement to provide supervision to others. There is an expectation that occasional advice and/or guidance to new employees, students or trainees will be provided.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment and/or special precautions are not required.
- There is no likelihood for injuries or illnesses resulting from hazards.
- Exposure to unusual/distracting noise occurs on a regular basis as a result of working in a pressroom. Occasionally there is exposure to fumes from ink and related chemicals such as alcohol.