

JOB DESCRIPTION

POSITION:	PRINT ROOM OPERATOR		
DEPARTMENT:	Infrastructure & Geomatics	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543130
HOURS OF WORK:	33.75	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Drafting Supervisor, this position will be responsible for the production of large format printing/scanning and clerical support for the Engineering – Development and Geomatics Division; Completes all printing work required by means of an OCE digital printing/scanning machine; scans, edits and reviews prints; renames and saves to server or e-mails as required; maintains toner levels and media, and troubleshoots as required; carry out physical and electronic filing for the division; maintains files using software's: Access, Amanda, LiveLink, Adobe Acrobat Pro, SnagIt, and the Microsoft Office Suite of Products; responsible for the database entry, filing, storage and retrieval of division records such as PDC's; maintain existing databases for the filing and retrieval of engineering drawings and reports; electronic scanning of documents. Aid with graphic post production work such as collating, trimming & mounting. Also responsible for the collation and copying of tender documents, standard specifications and various departmental records as required; maintain stock and inventory of printing supplies; keeps print room/library/archival storage area in neat order. Responsible for processing cash and financial instruments on an as needed basis, i.e. PeopleSoft financials, petty cash, issuing receipts. Drives to pick up drawings from the Registry Office and other City sites and makes deliveries. May be required to lift media (rolls of paper) as well as boxes of plans/drawings onto/off cart and into/out of vehicle for delivery when required. Provide back-up services for the Data Research Clerk as required. Must maintain amiable relations with the staff and public. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus the successful completion of one (1) year of post secondary education in a General Arts & Science, Office Administration, or Civil Engineering program from a Community College or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in a computerized Civil Engineering office environment utilizing the Microsoft Suite of Products (such as Word, Access, Excel, Outlook) combined with extensive experience reading and extracting information from drawings;
- Must hold and maintain a valid and lawful class 'G' Driver's Licence in accordance with the Highway Traffic Act for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have a minimum typing speed of 40 wpm;
- Must have legible handwriting;
- Must have demonstrated, well-developed organizational and interpersonal skills;
- Familiarity with Access, Amanda, PeopleSoft financials, LiveLink, EIS, Adobe Acrobat Pro, and SnagIt would be considered an asset;
- Knowledge of surveying, mapping, and sewer and road construction techniques would be considered an asset;
- The physical demands analysis associated with this job indicates a light to medium level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.