POSITION:	**PRINT ROOM OPERATOR**	JOB POSTING #:

DEPARTMENT:	Engineering	**UNION:**	543
POSTING TYPE:	Corporate	**JOB CODE:**	543130
POSTING STATUS:		**POSITION #:**	
# OF POSITIONS:	1	**GRADE/CLASS:**	0.08
SHIFT WORK REQ'D:	No	**SALARY RANGE:**	$21.80 - $25.62 per hour (2012)
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Drafting Supervisor 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. Occasional lifting of heavy stock and boxes. Provide back-up services for the Data Research Clerk as required. Must maintain amiable relations with the staff and public. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma combined with successful completion of one year post secondary education in a General Arts & Science, Office Administration, or Civil Engineering program from a Community College, or Ontario Ministry of Education equivalencies.
- Must have over six (6) month's 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 have a minimum typing speed of 40 w.p.m.
- Must have legible handwriting.
- Must have demonstrated, well-developed organizational and interpersonal skills.
- Must be able to lift media (rolls of paper) at least 25 lbs as well as boxes of plans/drawings onto/off cart and into/out of vehicle for delivery when required.
- Must hold and maintain a valid and lawful Class "G" driver's license in accordance with the Highway Traffic Act for the purposes of operating a City of Windsor vehicle.
- 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.

POSTING SPECIFICS:

Posting Period:	• at 8:30 AM to 4:30 PM • **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD**.
Who May Apply:	• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
How To Apply:	• Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
Apply To:	• In person to the Human Resources Department or one of the Customer Care Centres • By faxing your Job Transfer Form and resume to the Human Resources Department
Updated:	• By Human Resources on October 22, 2012

CALL 311
WINDSOR CITY SERVICES

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