

Composing Equipment Operator

DEFINITION

This is technical work involving both manual and computerized operation of a variety of graphics software and print shop equipment to produce final copy for the print process. Work involves the production of final copy for a wide diversity of assignments that are printed on the City's industrial print platforms.

Assignments are completed in accordance with well-defined procedures under the general review of a supervisor.

This is not a professional graphics design position. Work involves making appropriate recommendations on file formats and converting customer requirements into printable documents.

TYPICAL DUTIES*

Assemble and construct images into a finished document.

Match customer needs and expectations with production process requirements.

Check customer files to see if they are useable or require adjustment.

Modify images to conform to layout design.

Pre-flight/preview images to ensure it can be produced.

Save completed work on digital storage medium.

Make pre-press proofs of text and graphics.

Make customer aware of problems and recommend solutions.

Prepares final copy for use on forms, brochures, pamphlets, booklets, display ads, reports or other related materials for reproduction.

KNOWLEDGE, ABILITIES AND SKILLS

Expertise in evaluating, troubleshooting and preparing customer files for output.

Expertise in troubleshooting various software, hardware, file format and printing issues; strong working knowledge of digital imaging processes.

Ability to critically evaluate output; thorough understanding of various imaging science concepts and standards.

Expert operation of various image input, output and display technologies.

Experience working with digital printing vendors, photographic labs and imaging bureaus.

Requires proficiency with PageMaker, QuarkXPress, Microsoft Office Professional, FreeHand, Publisher; Adobe products including Photoshop, Type Manger and Illustrator; CorelDraw and PhotoPaint, Digipath and general file building.

Knowledge of process printing, production, imposition, trapping and digital proofing including calibration of equipment and colour management.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade supplemented by graphic and desktop publishing courses and a minimum of three (3) years' experience in desktop publishing, composition and equipment operation.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0359		0362	
Last Updated:	2002-05			
Previous Updates:				
Originated:	1981-04			