



No.: CUPE C-24-0156UTE  
POSTED: September 17, 2024  
DEADLINE: 4:30 p.m. September 25, 2024

**Operator, Printing Services**  
1 – Acting Position  
**Business Services**  
CUPE Local 4400 Unit C - Grade G (12 Month)  
\$26.98 – \$31.51 per hour

**(It is anticipated that this acting assignment will end on March 31, 2025)**

**The Toronto District School Board adheres to equitable hiring, employment and promotion practices.**

*Reporting to the Assistant Manager, Logistics Services, under the direction of the Production Co-ordinator, the Operator - Printing Services will be responsible for completing all assigned print requests in an accurate and timely fashion.*

**Summary of Duties:**

- Operate high speed digital printing equipment & other related equipment. (e.g., paper drills, paper cutters, collators), shrink wrappers, stitchers and hydraulic cutters;
- Provide technical printing support and assistance for TDSB customers;
- Lift copy paper (up to 50 lbs packages) and load as required;
- Assist the Senior Postal Handler and Postal Handler(s) in sorting and delivering mail as required;
- Train Postal Handlers to assist with Print operation as required;
- Provide backup for the Production Co-ordinator as assigned; and
- Other related duties as assigned.

**Qualifications:**

- Secondary school diploma, courses on digital printing and seven to twelve months experience operating high speed digital printing equipment in a high production environment, or an equivalent combination of education and experience;
- Functional competence with a large number of print related equipment, i.e., stitchers, hydraulic cutters;
- Mechanical aptitude to operate and maintain equipment;
- A demonstrated commitment to provide excellent customer service; and
- Strong organization & interpersonal skills.

**Special Requirements:**

- Ability to stand for extended periods as it pertains to operation of equipment and delivering mail and other parcels within the building;
- Ability to lift boxes of paper, completed print jobs etc (up to 50 pounds);
- Must be willing to work overtime with a minimum of notice; and
- Must be willing to relocate to other MCL Centres to facilitate staff coverage.

**Location:** 3 Tippett Road (Wheelchair Accessible)

**Hours:** 35 Hours per week

**Work Year:** 12 Months

**Please note:**

Applications **must** be submitted:

1. In résumé form with a covering letter to: [Application.Submission@tdsb.on.ca](mailto:Application.Submission@tdsb.on.ca)
2. With competition # **CUPE C-24-0156UTE** in the subject line
3. Apply no later than 4:30 pm on **September 25, 2024**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.***