

# Operational Services

## APS Minimum Recruitment Standards

---

<b>Subsidiary Agreement:</b>	001
<b>Effective Date:</b>	October 1, 2004
<b>Stream Definition:</b>	Work in this stream incorporates a variety of operational service work including provision of stockroom and warehouse services, duplicating/printing and bindery operations and processing of one or more computer production systems. The work in stockroom and warehouse environments encompasses receiving, storing and/or dispatching materials as well as coordinating or supervising stockroom and/or warehouse operations. Duplicating/printing and bindery services include operating a broad range of offset and duplicating equipment, and assembling and binding a variety of forms and printed material and/or the supervision of these services. Those positions performing production control work require a general knowledge of usage and understanding of computer hardware and software.

**Minimum Recruitment Standards:** Operational Services 1  
 Operational Services 2  
 Operational Services 3  
 Operational Services 4  
 Operational Services 5

### Operational Services 1

**Minimum Recruitment Standard:**

- Some high school education and six months of related experience.

**Equivalency:** Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

**Class #:**

- [011OS](#)

### Operational Services 2

**Minimum Recruitment Standard:**

- Some high school education and one year of related experience.

**Equivalency:** Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

**Class #:**

- [012OS](#)

## Operational Services 3

**Minimum Recruitment Standard:**

- High school diploma and one year of related experience.

**Equivalency:** Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

**Class #:**

- [013OS](#)

## Operational Services 4

**Minimum Recruitment Standard:**

- High school diploma and two years of related experience.

**Equivalency:** Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

**Class #:**

- [014OS](#)

## Operational Services 5

**Minimum Recruitment Standard:**

- High school diploma and three years of related experience.

**Equivalency:** Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

**Class #:**

- [015OS](#)

Last Review / Update: 2019-07-11