

**Position Title**  
8 Color Pressman

**Date Prepared**  
April 7, 2000

**Department**  
Manufacturing Group

**Location**  
Brainerd

Reports to: Press Supervisor/Lead Person

**I Position Purpose**

- To perform offset printing functions on assigned press within predetermined time frames as established in bid estimates.
- To be the shift focal point of communication relative to productivity, quality, and raw material usage on assigned equipment.

**II Budget Dimensions**

- Aids in controlling costs through effective material usage.
- Works with fellow employees to develop skills that will aid in the reduction of raw material usage.
- Provides feedback to Press Lead Person/Press Supervisor on opportunities for improvement within the scope of his/her manufacturing process.

**III Primary Functions Duties And Responsibilities**

**A. Quality**

- Reads instructions from job ticket and sets up or directs set up of press based on instructions.
- Makes job ready by running make-ready sets to adjust print quality, registration, color settings, etc.
- Makes final pre-run inspection of job including ruling out of sheet, completing check list and approves or confers with supervisor for approval. Responsible for quality of printed work.
- Monitors pH and conductivity of fountain solution on presses.
- Ensure work produced exceeds quality guidelines.
- Fully understand and support Bang quality system.
- Ensure all production specifications are met.
- Implement correcting action to eliminate quality issues.
- Train Feeders to become effective operators.

**B. Conscientious Supply Usage**

- Use raw materials in a cost-effective manner aimed at reducing chemical/supply usage.
- Assist Press Supervisor/ Lead Person in defining and addressing areas of high waste.

### **C. Productivity**

- Ensure production standards are met -- Goals: 60 minutes or less for total press changeover make-ready, 30 minutes or less on form to form changeover make-ready, run speeds: 10,000 per hour or more on all forms.
- Ensure equipment is operating through shift change and lunch breaks.
- Control production to ensure jobs are shipped within predetermined time frames.
- Provide feedback to Press Supervisor/Lead Person on areas of production concern.
- Operates or directs operation of 8-color printing press to print in accordance with job orders.
- Supervises and trains the helpers on the 8-color press.
- Operates or assists on other pressroom equipment and presses if needed and when work load permits.
- Performs other tasks as requested.

### **D. Maintenance**

- Performs preventative maintenance on press such as lubrication, replacement of small parts, cleaning and installation of rollers, and accurately record all maintenance performed in maintenance log.
- Work with Press Supervisor and maintenance department to ensure maintenance is performed in an effective timely manner.
- Maintains and reads Material Safety Data Sheets (MSDSs). Sees to proper handling and disposal of hazardous chemicals.
- Report all safety concerns to Pressman and follow proper safety procedures when working with potentially dangerous chemicals which includes using personal protective equipment in all situations.
- Assists in cleaning up and keeping immediate work area neat and orderly.

### **E. Administration**

- Accurately record all production data in Real Time system on job tickets, load slips, etc.
- Ensure manufacturing area is neat, clean and organized.
- Perform necessary paperwork such as time sheets, code 2's and vacation sheets in a timely manner.

## **IV Communication**

### **Internal Contacts**

Press Supervisor  
Peers  
Manufacturing Employees  
Sales/Customer Service Reps

### **Nature or Purpose**

Direction, feedback, information exchange  
Liaise with and support each other  
Provide direction and guidance  
Job flow through the works

### **External Contacts**

Vendors  
Customers

### **Nature or Purpose**

Raw materials issues  
Color job approvals

**V Problem Solving**

- Ensure production is maintained
- Operate on a quality first basis
- Provide support to fellow employees
- Accurately detail issues to Press Supervisor/Lead Person for resolution

**VI Education and Experience**

- Two years+ in trade on similar equipment, graphic arts and/or Technical school background beneficial.
- Excellent trouble shooting skills
- Good interpersonal skills
- Good communication skills

**VII Travel/Physical Exertion**

- Travel as required which may include occasional overnight stays
- Frequent long hours, 12 hour days
- Ability to lift 60lbs. on a regular basis
- Willing to work all shifts

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**Employee Signature**

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**Date**

# **Performance Expectations**

## **Pressman**

### **1    Quality**

- A    Ensure work produced exceeds expectations.
- B    Provide feedback on issues that negatively impact quality.
- C    Work in a quality orientated manner that promotes a positive example.
- D    Assist and train apprentices as needed.

### **2    Material Consumption**

- A    Consume materials at or below allocated levels.
- B    Address areas of high waste wo assure operation meets paper waste goal.

### **3    Productivity**

- A    Insure production is met according to established requirements.
- B    Provide feedback to Press Supervisor/Lead Person on areas of production concern.
- C    Performance to meet estimated standards.

### **4    Policy**

- A    Understand and accept all established company policies.
- B    Provide input on areas of concern regarding company policy.

### **5    Support**

- A    Provide feedback to feeders on areas of performance improvement.
- B    Ensure manufacturing area is neat, clean and organized.
- C    Perform preventative maintenance according to manufacturers timetable and document in maintenance log.