

Position Title

Bindery Lead

Date Prepared

January 4, 1995

Department

Manufacturing Group

Location

Brainerd

Reports To: Bindery Supervisor

I Position Purpose

- To assist in the coordination of binding operations with the Bindery Supervisor in a productive capacity.
- To be the focal point for all related personnel/manning issues on designated equipment. To ensure all equipment is running at maximum production levels and is meeting customer quality standards.
- Perform quality checks and provide input to
- operators and helpers.

II Budget Dimensions

- Aids in controlling internal costs through effective material usage.
- Works with fellow employees to develop skills that will aid in the reduction of raw material usage.
- Aids in the development and implementation of cost reduction opportunities.

III Primary Functions, Duties and Responsibilities

Quality

% of Time Spent

40%

Key Result Area

Ensure work produced exceeds customer quality guidelines. Zero quality costs.

Fully understand and support the Bang Printing quality system.

Ensure all production specifications are met.

Perform quality checks and provide input on quality related issues.

Measurement

III Primary Functions, Duties and Responsibilities (Cont.)

Quality

% of Time Spent

Key Result Area

Measurement

Assist in the implementation of corrective measures to eliminate quality issues.

Set a quality oriented example on shift.

Train helpers to become effective operators.

Conscientious Supply Usage

% OF Time Spent

Key Result Area

Measurement

15%

Develop skills to aid in achieving 100% of allocated paper goal.

Production at or below 100% allocated.

Ensures employees are aware of trends.

Assists with Bindery Supervisor in defining and addressing areas of high waste.

Productivity

% of Time Spent

Key Result Area

Measurement

35%

Aid peers in troubleshooting to ensure Production standards are met.

Zero late deliveries.

Ensure production times meet or exceed estimated standards on job ticket.

Provide feedback to Bindery Supervisor on areas of production concern.

Ensure continuous

operation of equipment is met according to contract.

Administration

<u>% of Time Spent</u>	<u>Key Result Area</u>	<u>Measurement</u>
5%	Monitor all equipment recording procedures to verify accuracy. Inform Bindery Supervisor of issues. Ensure manufacturing area is neat, clean and organized.	50% reduction in number of questions regarding lost Paper, quality errors, etc.

Maintenance

<u>% of Time Spent</u>	<u>Key Result Area</u>	<u>Measurement</u>
5%	Ensure all regular preventative maintenance is performed on bindery equipment and documented in the maintenance manual Hold fellow operators & Helpers accountable for Accurate and timely Information recording. Report all safety concerns to Bindery Supervisor and/ or Safety Director. Assist Bindery Supervisor and maintenance department in ensuring maintenance is performed in an effective and timely manner.	Equipment uptime.

IV Communication

Internal Contacts

Nature or Purpose

- exchange.
- * Bindery Supervisor
 - * Peers
 - * Manufacturing Employees
 - * Customer Service Representatives
- * Direction, feedback and information
 - * Communicate with and support each other.
 - * Provide direction and guidance.
 - * Job flow through the works.

External Contacts

- * Vendors
- * Customers

Nature or Purpose

- * Raw material usage.
- * Binding Specifications

V Problem Solving

- Ensure production is maintained.
- Provide guidance to fellow employees.
- Provide support to fellow employees.
- Accurately detail issues to Bindery Supervisor for resolution.

VI Education and Experience

- Four years + in trade school on similar equipment, graphic arts and/or technical school beneficial.
- Excellent trouble shooting skills.
- Leadership tendencies
- 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 60 lbs. on a regular basis.
- Willing to work all shifts.

Employee Signature: _____ **Date:** _____

Performance Expectations
Bindery Lead Person

1 **Quality**

- A) Ensure work produced exceeds expectations.
- B) Perform quality checks and provide input on quality related issues on shift.
- C) Work in a quality orientated manner that promotes a positive example.
- D) Assist and train apprentices as needed.

2 **Material Consumption**

- A) Ensure employees are aware of trends by taking an active role with Bindery Supervisor in monthly meetings.
- B) Aid in addressing areas of high waste to assure operation meets paper waste goal and keep supply usage to a minimum.

3 **Productivity**

- A) Ensure production requirements are fulfilled according to established requirements.
- B) Provide feedback to Bindery Supervisor on areas of production concerns.
- C) Maintain performance to meet estimated standard.

4 **Policy**

- A) Understand and support all established company policies.
- B) Provide input to Bindery Supervisor on areas of employee concern regarding policy.

5 **Support**

- A) Provide input on the development of the bindery manning schedule.
- B) Ensure manufacturing area is neat, clean and organized.
- C) Perform projects and assignments as requested by Bindery Supervisor.