

Position Title

Bindery Machine Operator

Date Prepared

April 22, 2002

DepartmentManufacturing Group
Reports to: Bindery Supervisor**Location**

Brainerd

I Position Purpose

To operate bindery equipment 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 Bindery Lead Person/Bindery Supervisor on opportunities for improvement within the scope of his/her manufacturing process.

III Primary Functions Duties And Responsibilities**Quality**

- 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.
- Assist trainees to become effective operators.
- Review job set-ups with other operator, lead person or supervisor before running.

Conscientious Supply Usage

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

Productivity

- Understand and implement the Bang Process Project, assuring all reports are complete and accurate.
- Operate or assist on assigned equipment.
- If applicable, ensure equipment is operating through shift change and lunch breaks.
- Provide feedback to Bindery Supervisor/Lead Person on areas of production concern.
- Learn to set-up, run and maintain all assigned bindery equipment.

Maintenance

- Ensure all regular preventive maintenance is performed.
- Report all safety concerns to Bindery Supervisor.
- Work with Bindery Supervisor and maintenance department to ensure maintenance is performed in an effective timely manner.
- Accurately record all maintenance performed in maintenance log and roller maintenance form.

Administration

- Accurately record all production data in Real Time system & on Job Ticket.
- 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

<u>Internal Contacts</u>	<u>Nature or Purpose</u>
Bindery Supervisor/Lead Person	Direction, feedback, information
exchange	
Peers	Liaise with and support each other
Manufacturing Employees	Provide direction and guidance
Customer Service Reps	Job flow through the works
<u>External Contacts</u>	<u>Nature or Purpose</u>
Vendors	Raw materials issues
Customers	Job Specifications

V Problem Solving

- Ensure production is maintained
- Operate on a quality first basis
- Provide support to fellow employees
- Accurately detail issues to Bindery 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

- Frequent long hours, 12 hour days
- Ability to lift 60lbs. on a regular basis
- Willing to work all shifts

Employee Signature: _____ **Date:** _____

Performance Expectations

Bindery Machine Operator

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 trainees as needed.

2 **Material Consumption**

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

3 **Productivity**

- A Insure production is met according to established requirements.
- B Provide feedback to Bindery 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 helpers on areas of performance improvement.
- B Ensure manufacturing area & machinery is neat, clean and organized.
- C Perform preventative maintenance according to manufacturers timetable and document in maintenance log.