

Position Title
Bindery Manager

Date Prepared
November 16, 1994

Department
Bindery

Location
Brainerd

Reports To: Production Manager

I Position Purpose
Supervises Bindery Department personnel & oversees all aspects of the Bindery.

II Budget Dimensions

- Department overtime is maintained at minimum levels.
- Aids in controlling internal costs through effective bindery supply usage.
- Works with fellow employees to develop skills that will aid in the reduction of raw material usage.
- Develops a preventative maintenance program to insure bindery budget requirements are met.

III Primary Functions, Duties and Responsibilities

Quality

<u>% of Time Spent</u>	<u>Key Result Area</u>	<u>Measurement</u>
40%	Ensure work produced Meets or exceeds customer quality guidelines.	Zero quality costs.
	Ensure all production specifications are met.	
	Verify accuracy of all jobs produced on shift.	
	Aid in the implementation of corrective measures to eliminate quality issues.	
	Develop procedures to standardize all equipment set-ups to ensure quality requirements are met.	

Conscientious Material/Supply Usage

% of Time Spent

Key Result Area

Measurement

15%

Develops skill to insure minimum paper spoilage on all equipment set-ups.

Monitors daily usage on shift.

Ensures employees are aware of trends.

Works with VP of Operations to define and address areas of high waste.

Production at or below 100% of allocated.

Productivity

% of Time Spent

Key Result Area

Measurement

35%

Schedule all bindery manning.

Ensure equipment is operating through shift change.

Ensure production requirements are fulfilled by meeting or exceeding all allocated times stated on the job ticket.

Control production to ensure jobs are shipped within predetermined time frames.

Zero late deliveries

Job completed within estimated standards.

Maintenance

% of Time Spent

Key Result Area

Measurement

5%

Ensure all regular preventive maintenance is

Equipment uptime.

performed & documented.

Hold fellow employees accountable for accurate and timely information recording.

Report all safety concerns to Vice President of Operations.

Work with Vice President Of operations and maintenance department to ensure maintenance is performed in an effective and timely manner.

Administration

% of Time Spent

5%

Key Result Area

Monitor all equipment recording procedures to verify accuracy. Inform Vice President of Operations if issues.

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.

Measurement

50% reduction in number of questions regarding lost paper, quality errors etc.

V Communication

Internal Contacts

- * VP of Operations
- * Peers
- * Manufacturing Employees
- * Customer Service Representatives

Type of Contact

- * Direction, feedback, information exchange.
- * Communicate and support each other.
- * Provide direction and guidance.
- * Job flow through the works.

Most frequent Outside Contact

Nature or Purpose

- * Vendors
- * Customers
- * Color job approvals

* Raw materials usage.

VI Problem Solving

- Ensure production is maintained.
- Provide guidance on quality.
- Provide support to fellow employees.
- Accurately detail issues to V.P. of Operations for resolution.

VII Education and Experience

Four years + in trade on similar equipment, graphic arts and/or technical school background.

- Excellent trouble shooting skills.
- Leadership tendencies.
- Good interpersonal skills.
- Good communication skills.

VIII 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:** _____
