

Position Title

Large Machine Operator

Date Prepared

January 4, 1995

Department

Manufacturing Group

Location

Brainerd

Reports to: Bindery Supervisor

I Position Purpose

- To operate large 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 Supervisor on opportunities for improvement within the scope of his/her manufacturing process.

III Primary Functions Duties And Responsibilities

- 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 apprentices to become effective operators.
- Review job set-ups with other operator, lead person or supervisor before running.
- Develops skills to aid in activating 100% of allocated paper goal.
- 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.
- Operate assigned equipment.
- If applicable, ensure equipment is operating through shift change and lunch breaks.
- Ensure production times meet or exceed estimated standards on job ticket.
- Control production to ensure jobs are shipped within predetermined time frames.
- Provide feedback to Bindery Supervisor/Lead Person on areas of production concern.
- Learn to set-up, run and maintain all large bindery equipment including cutter, folders, Smythe sewer, stitcher, Moffit sewer & perfect binder.

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

Internal Contacts

Bindery Supervisor/Lead Person
exchange

Peers

Manufacturing Employees

Customer Service Reps

Nature or Purpose

Direction, feedback, information

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

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 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

Employee Signature: _____ **Date:** _____

Performance Expectations Large 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 and train apprentices 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.