

Position Title

Electronic Pre-Press Technician

Date Prepared

January 9, 1995

Department

Manufacturing Group

Location

Brainerd

Reports to: Pre-Press Manager

I Position Purpose

- To perform electronic pre-press functions on assigned jobs 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 jobs and 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 Pre-Press Manager on opportunities for improvement within the scope of his/her manufacturing process.

III Primary Functions, Duties and Responsibilities

Quality

% of Time Spent

40%

Key Result Area

Ensure work produced exceeds guidelines.

Fully understand and support the Bang quality system.

Ensure all production specifications are met.
Implement correcting action to eliminate quality issues.

Train apprentices to become effective operators.

Perform pre-flight and follow standard operating procedures to produce quality film output.

Measurement

Zero quality costs.

Conscientious Supply Usage

| <u>% of Time Spent</u> | <u>Key Result Area</u> | <u>Measurement</u> |
|-------------------------------|--|-------------------------------|
| 15% | <p>Develops skills to aid in activating 100% of allocated material goal.</p> <p>Use raw materials in a cost effective manner aimed at reducing chemical/supply usage.</p> <p>Assist Pre-Press Supervisor in defining and addressing areas of high waste.</p> | At or below allocated levels. |

Productivity

| <u>% of Time Spent</u> | <u>Key Result Area</u> | <u>Measurement</u> |
|-------------------------------|---|---------------------------|
| 35% | <p>Produce jobs & operate assigned equipment.</p> <p>Ensure production times meet or exceed estimated standards on job ticket.</p> <p>Control production to ensure jobs are shipped within predetermined time frames.</p> <p>Provide feedback to Pre-Press Supervisor on areas of production concern.</p> <p>Learn to operate all hardware and software in a proficient manner.</p> | Zero late deliveries. |

Maintenance

| <u>% of Time Spent</u> | <u>Key Result Area</u> | <u>Measurement</u> |
|------------------------|--|--------------------|
| 5% | <p>Ensure all regular preventive maintenance is performed.</p> <p>Report all safety concerns to Pre-Press Supervisor.</p> <p>Work with Pre-Press Supervisor and maintenance department to ensure maintenance is performed in an effective and timely manner.</p> <p>Accurately record all maintenance performed the maintenance log.</p> | Equipment uptime. |

Administration

| <u>% of Time Spent</u> | <u>Key Result Area</u> | <u>Measurement</u> |
|------------------------|--|--|
| 5% | <p>Accurately record all production data in Logic system.</p> <p>Ensure manufacturing area is neat, clean and organized.</p> | 50% reduction in number of questions regarding lost paper, quality, errors, etc. |

IV Communication

Internal Contacts

- * Pre-Press Supervisor
- * Peers
- * Manufacturing Employees

Nature or Purpose

- * Direction, feedback & information exchange.
- * Communicate with and support each other.
- * Provide direction and guidance.

External Contacts

- * Vendors
- * Customers

Nature or Purpose

- * Raw material 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 Pre-Press Supervisor for resolution.

VI **Education and Experience**

- Two years + in trade on similar equipment, graphic and/or technical school.
- 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 60 lbs. on a regular basis.
- Willing to work all shifts.

Employee Signature: _____ **Date:** _____

Performance Expectations
Electronic Pre-Press Technician

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 material at or below allocated levels.
- B Address areas of high waste to assure operation meets material usage goal.

3 **Productivity**

- A Ensure production is met according to established requirements.
- B Provide feedback to Pre-Press Supervisor on areas of production concern.
- C Performance to meet established standards.

4 **Policy**

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

5 **Support**

- A Provide feedback to apprentices 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.