

**Position Title**  
Folder Operator

**Date Prepared**  
July 22, 2003

**Department**  
Manufacturing Group

**Location**  
Brainerd

Reports to: Shift Supervisor

**I Position Purpose**

- To operate folding and any additional auxiliary equipment as directed by the Bindery Supervisor 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 folding equipment.
- Function as a trainer of new employees in the operation of folding 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**

- Ensure work produced exceeds quality guidelines.
- Fully understand and support Bang quality system.
- Ensure all production specifications are met.
- Ensure all F&G's are pulled according to manufacturing ticket instructions
- 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 folders

## **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, Job Ticket and Process System
- 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

Peers

Manufacturing Employees

Customer Service Reps

### Nature or Purpose

Direction, feedback, information exchange

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/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**

- 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

## Folder 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 wo 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.