

Position Title

Pre-Press Technician (Ripper)

Date Prepared

April 17, 2002

Reports To: Pre-Press Manager

I Position Purpose

- Responsible for preparation and output of files, proofs and plates for manufacturing area as determined by department parameters.
- Maintain files, servers and equipment.

II Budget Dimensions

- Aids in controlling internal costs through effective material usage and time management.

III Primary Functions Duties And Responsibilities

- Review ticket for accuracy and efficiency as applicable to department parameters.
- Imposition of jobs for proofing and/or final output.
- Produce accurate proofs for submission to customer.
- Check proofs carefully against ticket information prior to sending to customer.
- Make corrections as required; reproof if necessary.
- Produce scans and make color corrections as needed.
- RIP files to output device and ensures quality and accuracy.
- Output plates and ensure quality and accuracy.
- Maintain all equipment per manufacturers guidelines and/or established department maintenance program.
- Provide support for other department members.
- Understand and support all established company policies.
- All other assigned duties.

IV Communication

Internal Contacts

Nature or Purpose

- | | |
|------------------------------------|------------------------------------|
| * Pre-Press Supervisor | * Direction, feedback |
| * Customer Service Representatives | * Job flow through systems |
| * Co-workers | * Support and information exchange |
| * Manufacturing Employees | * Direction and guidance |

V Problem Solving

- Ensure production schedule is maintained.
- Operate on a quality first basis.
- Provide support to fellow employees.
- Accurately communicate issues to Pre-Press Manager for resolution.

VI Education and Experience

- Two plus years in trade on similar equipment, graphic arts and/or Technical school beneficial.
- Excellent troubleshooting skills
- Good interpersonal skills
- Good communication skills

VII Travel/Physical Exertion

- Travel as required which may include occasional overnight stays
- Frequent, long hours. Twelve-hour shifts.
- Willing to work all shifts

Employee Signature: _____ **Date:** _____
