

Position Title

Press Lead Person

Date Prepared

December 12, 1994

Department

Manufacturing Group

Location

Brainerd

Reports To: Press Supervisor

I Position Purpose

To assist in the coordination of printing operations with the Press Supervisor in a productive capacity. To be the focal point for all related personnel/manning issues on designated equipment. To ensure all equipment is running at maximum production levels and is meeting customer quality standards. Perform color sign offs and provide input to pressmen and feeders on shift.

II Budget Dimensions

Aids in controlling internal costs through effective material usage.
Works with fellow employees to develop skills that will aid in the reduction of raw material usage.
Aids in the development and implementation of cost reduction opportunities.

III Primary Functions Duties And Responsibilities**Quality**

% of Time Spent

Key Result Area

Measurement

40%

Ensure work produced exceeds customer quality guidelines.

Zero quality costs

Fully understand and support the Bang Printing quality system.

Ensure all production specifications are met.

Perform color sign offs and provide input on quality related issues on shift.

Assist in the implementation of corrective measures to eliminate quality issues.

Set a quality orientated example on shift.

Train feeders to become effective operators.

Conscientious Supply Usage

% of Time Spent

Key Result Area

Production at or below 100% allocated.

15%

Develop skills to aid in achieving 100% of allocated paper goal.

Ensures employees are aware of trends.

Assists with Press Supervisor in defining and addressing areas of high waste.

Productivity

% of Time Spent

Key Result Area

Measurement

35%

Aid peers in troubleshooting to ensure production standards are met.

Zero late deliveries

Ensure production times meet or exceed estimated standards on job ticket.

Provide feedback to Press Supervisor on areas of production concern.

Ensure continuous operation of equipment is met according to contract.

Maintenance

% of Time Spent

Key Result Area

Measurement

5%

Ensure All regular preventative maintenance is performed on press and documented in maintenance manual.

Equipment uptime

Hold fellow pressmen accountable for accurate and timely information recording.

Report all safety concerns to Press Supervisor/Safety Director.

Assist Press Supervisor and Maintenance department in ensuring 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 Press Supervisor of issues.

Ensure manufacturing area is neat, clean and organized.

Measurement

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

IV Communication

Internal Contacts

Press Supervisor

Peers

Manufacturing Employees

Customer Service Representatives

Nature or Purpose

Direction and 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 material issues

Color job approvals

V Problem Solving

Ensure production is maintained

Provide guidance on quality

Provide support to fellow employees

Accurately detail issues to Press Supervisor for resolution

VI Education and Experience

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

Excellent trouble shooting skills

Leadership tendencies

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

VIII Other Information

Labor Union Member

Employee Signature

Date

Performance Expectations

Press Lead Person

1 **Quality**

- A Ensure work produced exceeds expectations.
- B Perform color sign offs and provide input on quality related issues on shift.
- C Work in a quality orientated manner that promotes a positive example.
- D Assist and train apprentices as needed.

2 **Material Consumption**

- A Ensure employees are aware of trends by taking an active role with Press Supervisor in monthly meetings.
- B Aid in addressing areas of high waste to assure operation meets paper waste goal and keep supply usage to a minimum.

3 **Productivity**

- A Insure production requirements are fulfilled according to established requirements.

- B Provide feedback to Press Supervisor on areas of production concern.
- C Maintain performance to meet estimated standards.

4 Policy

- A Understand and support all established company policies.
- B Provide input to Press Supervisor on areas of employee concern regarding policy.

5 Support

- A Provide input on the development of the press manning schedule.
- B Insure manufacturing area is neat, clean and organized.
- C Perform projects and assignments as requested by Press Supervisor.