

Position Title

Pressman

Date Prepared

December 13, 1994

Department

Manufacturing Group

Location

Brainerd

Reports to: Press Supervisor/Lead Person

I Position Purpose

To perform offset printing functions on assigned press 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 Press Lead Person/Press Supervisor 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 quality guidelines.

Fully understand and support Bang quality system.

Ensure all production specifications are met.

Implement correcting action to eliminate quality issues.

Train Feeders to become effective operators.

Measurement

Zero quality costs

Conscientious Supply Usage

% of Time Spent

15%

Key Result Area

Develops skills to aid in activating 100% of allocated paper goal.

Use raw materials in a cost effective manner aimed at reducing chemical/supply usage.

Assist Press Supervisor/ Lead Person in defining and addressing areas of high waste.

Measurement

Zero late deliveries

Productivity

% of Time Spent

35%

Key Result Area

Operate assigned equipment.

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 Press Supervisor/Lead Person on areas of production concern.

Measurement

Zero late deliveries

Maintenance

% of Time Spent

Key Result Area

Measurement

5%

Ensure all regular preventive maintenance is performed.

Equipment uptime

Report all safety concerns to Press Supervisor.

Work with Press 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

% of Time Spent

Key Result Area

Measurement

5%

Accurately record all production data in Real Time system.

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

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

Press Supervisor

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

Color job approvals

V Problem Solving

Ensure production is maintained

Operate on a quality first basis

Provide support to fellow employees

Accurately detail issues to Press 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 shift

Employee Signature

Date

Performance Expectations Pressman

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 Press 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 feeders 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.

