

Position Title

Press Room Manager

Date Prepared

February 5, 2002

Department

Pressroom

Location

Brainerd

Reports To: Vice President of Operations

I Position Purpose

Supervises all personnel & oversees all aspects of the pressroom to ensure the production Requirements are fulfilled and quality standards are met.

II Budget Dimensions

- Overtime is maintained at minimum levels.
- Aids in Controlling internal costs through effective supply usage.
- Works with fellow employees to develop skills that will aid in the reduction of raw material usage.

III Primary Functions: Duties, Responsibilities and Expectations

- Monitor and review set-ups on all presses ensuring all job parameters are met for each process.
- Responsible for implementing, supporting and monitoring the Bang Printing/Kensington material reduction/production improvement program.
- Being the focal point and assist in the development of completing all process improvement of the Bang Printing/Kensington material reduction/production improvement program.
- Assures and directs maintenance schedules on all equipment in production to ensure uninterrupted production.
- Assists in development of manufacturing and printing objectives, policies, plans and programs.
- Prepares work schedule (hours and shifts) for pressroom employees.
- Maintains maximum pressroom productivity and quality control according to established standards: at a level that meets or exceeds the demands of the individual job (times allotted on job tickets).
- Responsible for overall efficiency of pressroom departments. Recommends new procedures to improve production. Monitors and recommends salary changes, hiring, performance, and termination of all employees within the department.
- Disciplines and supervises al department personnel within company rules. Complete performance evaluations on time and within company guidelines.
- Ensures that all commitments to customers are delivered effectively.
- Plans and recommends new equipment purchases for the department. Recommends purchase of supplies and parts necessary to the operation of the presses.
- Attend all production meetings and participates in other meetings required by management.
- Studies and utilizes production records to attain top level of productivity with a minimum of non-chargeable time and spoiled work.
- Halts production on any job in any manufacturing department when quality requirements are not being met.
- Ensure equipment is operating through shift change and that all pertinent information is forwarded to oncoming Production Support Leader.
- Informs subordinates of policies and procedures of the company. Informs Vice President of Operations of production department or employee issues or problems.
- Communicates, interprets and enforces company policies and “shop rules” and recommends such changes as considered advisable.
- Cooperates with other department heads concerning customer relations, production planning and scheduling, purchasing and accounting.

- Keeps informed of all technological progress in the graphic arts industry relating to manufacturing departments under his/her supervision or control. Attends industry trade shows and applicable seminars as required.
- Reviews time sheets or data collection system daily and gives necessary guidance to ensure accuracy of time recording. Hold employees accountable for accurate and timely information recording.
- Maintains health, safety standards and records for all production departments. Report all safety concerns to the Vice President of Operation or Safety Director. Complete necessary documentation and follow up on any accident or injury reporting.
- Conducts special projects as requested.
- Works to reduce spoil-work level.
- Performs other duties as requested.

IV Communication

Nature of Contact

Vice President of Operations	Direction, feedback, information exchange
Department Supervisors	Communicate with and support each other
Production Support Leaders	Communicate, support, information exchange.
Manufacturing Employees	Provide direction, guidance and performance feedback
Scheduling/Purchasing	Communicate, information exchange
Customer Service Representative	Communicate job specifications
Vendors	Raw materials issues
Customers	Color job approvals, specifications

V Problem Solving

- Ensure production is maintained.
- Provide guidance on quality
- Provide support to employees and Production Support Leaders
- Accurately detail issues to V.P. of Operations for Resolution.

VI Education and Experience

Extensive knowledge in system related to manufacturing. Ability to plan, organize, direct, control, and lead.

Four years plus 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.
- Ability to lift 60 lbs on a regular basis.
- Willing to work all shifts.
- Willing to work as needed.

Employee Signature

Date