

Position Title

Small Machine Operator

Date Prepared

January 5, 1995

Department

Manufacturing Group

Location

Brainerd

Reports to: Bindery Supervisor

I Position Purpose

- To operate small bindery equipment 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 Bindery Lead Person/Bindery Supervisor on opportunities for improvement within the scope of his/her manufacturing process.

III Primary Functions, Duties And Responsibilities**Quality**

- 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 apprentices to become effective operators.
- Review job set-ups with other operator, lead person or supervisor before running.

Conscientious Supply Usage

- 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 in defining and addressing areas of high waste.

Productivity

- Operate or assist on 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 on areas of production concern.
- Learn to set-up, run and maintain all small bindery equipment including Kugler Punch, Auto/Manual Spiral, Drills, Shrink Wrap, Hand Stitcher, GBC, End Sheeter, Foil Stamper, Tipper, Wire-O.

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 & on Job Ticket.
- 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
- * Communicate 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

- Frequent long hours, 12 hour days
- Ability to lift 60lbs. on a regular basis
- Willing to work all shifts

Employee Signature: _____ **Date:** _____

Performance Expectations

Small Machine 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 to assure operation meets paper waste goal.

3 Productivity

- A Insure production is met according to established requirements.
- B Provide feedback to Bindery Supervisor 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.