

Position Title

Web Second Pressman

Date Prepared

April 7, 2000

Department

Manufacturing Group

Location

Brainerd

Reports to: Press Manager/Press Supervisor

I Position Purpose

- To assist the Pressman in the operation of the press to ensure acceptable quality at maximum productivity.

II Budget Dimensions

- Assists in reducing press downtime through effective planning of daily activities.
- Works with fellow employees to develop skills that will aid in the reduction of raw material usage.
- Provides feedback to Pressman/Press Supervisor on opportunities for improvement.

III Primary Functions Duties And Responsibilities**A. Quality**

- Monitors pH and conductivity of fountain solution on presses.
- Ensure work produced exceeds quality guidelines.
- Fully understand and support Bang quality system.
- Ensure all production specifications are met.
- Ensure paper is properly loaded and prepared on all presses to eliminate downtime.
- Ensure skids are properly marked for next operation prior to leaving the pressroom.

B. Conscientious Supply Usage

- Use raw materials in a cost-effective manner aimed at reducing chemical/supply usage.
- Assist Pressman in defining and addressing areas of high waste.
- Ensure Water, Rags and Press Chemicals are available for presses to ensure continuous operation.
- Empty soiled rag containers daily.
- Empty waste ink and chemical containers daily. Ensure that waste containment area is maintained and kept clean and orderly.
- Notify Safety Coordinator when chemical barrels are approaching full level.
- Ensure that all plates, stock, ink and proofs for the next job are at the press before previous job is completed to ensure quick start-up and minimal down time.

C. Productivity

- Ensure Process Project goals are met for make ready and run speeds.
- Ensure equipment is operating through shift change and lunch breaks.
- Provide feedback to Pressman on areas of production concern.
- Provide backup and support to other presses in the event of the assigned feeder's absence.
- Performs other tasks as requested.

D. Maintenance

- Performs preventative maintenance on press such as lubrication, replacement of small parts, cleaning and installation of rollers, and accurately record all maintenance performed in maintenance log.
- Work with Pressman and maintenance department to ensure maintenance is performed in an effective timely manner.
- Maintains and reads Material Safety Data Sheets (MSDSs). Sees to proper handling and disposal of hazardous chemicals.
- Report all safety concerns to Pressman.
- Assists in cleaning up and keeping immediate work area neat and orderly.

E. Administration

- Accurately record all production data in Real Time system on job tickets, load slips, 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
Pressman
Peers
Manufacturing Employees
Customer Service Reps

Nature or Purpose

Direction, feedback, information exchange
Direction, feedback, information exchange
Liaise with and support each other
Provide direction and guidance
Job flow through the works

V Problem Solving

- Ensure production is maintained
- Operate on a quality first basis
- Provide support to fellow employees
- Accurately detail issues to Pressman for resolution

VI Education and Experience

- High School diploma or equivalent. Graphic arts and/or Technical School background beneficial.
- Good 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

VIII Other Information

Employee Signature

Date

Performance Expectations

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 Be accountable to all pressmen to meet all production needs. To include but not limited to ink, water, paper, chemicals, plates, rags, etc.

2 **Material Consumption**

- A Ensure trends are observed and feedback from pressman is reacted to in order to reduce raw material usage and losses.

3 **Productivity**

- A Insure the needs of all presses and pressman are met.
- B Provide feedback to Press Supervisor on areas of production concern.
- C All paper to be prepared for use prior to its need.
- D Ensure pressman has next job to be printed in hand, prior to its being needed.
- E Maintain continuous operation of presses with acceptable levels of productivity.

4 **Policy**

- A Understand and accept all established company policies.
- B Provide input on areas of concern regarding company policy.

5 **Support**

- A Acquire the skills & knowledge to effectively operate the presses to serve as back-up.
- B Ensure manufacturing area is neat, clean and organized.
- C Perform preventative maintenance with pressman guidance according to manufacturers timetable.