

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Journeyman III

REPORTS TO: Finishing Superintendent, Mailing Foreman/Assistant Finishing Superintendent

SUMMARY: To work under assignment as the Finishing Superintendent directs. Feed or tail off machines as directed.

ESSENTIAL FUNCTIONS OF THE JOURNEYMAN III:

- I. Perform all of the general functions of the job. (see below)
- II. Be familiar with the functioning and maintenance of light machines and/or processes in the finishing department.
- III. Feed and tail off machines.
- IV. Inspect product/stock as assigned.
- V. Be able to perform as a team member.

GENERAL FUNCTIONS OF THE JOB:

- I. Set up machines and/or processes for specific job orders.
- II. Transport stock.
- III. Maintain machinery setting and operation as the job or process requires.
- IV. Observe safety regulations.
- V. Be willing to operate any machine and/or process that the Finishing Superintendent assigns.
- VI. Clean, oil, and do daily maintenance on machines.
- VII. Keep the work area clear.
- VIII. Perform cardboard packaging, strapping, and set-making of products as needed.
- IX. Be responsible for the training of the crew on assigned machines and processes.
- X. Maintain regular attendance at work and work overtime as required.
- XI. Work a flexible schedule that may require nighttime and/or weekend hours as required.
- XII. Be willing to work in all areas of production as needed.
- XIII. Comply with Pacific Press employee handbook guidelines.
- XIV. This job description is not intended to be all-inclusive; the Journeyman III will also perform other reasonable related business duties assigned by the Finishing Superintendent and Mailing Foreman.

EXPERIENCE: Must show an aptitude for mechanical operations and/or processes.

EDUCATION: A High School diploma with the ability to read, write, and communicate adequately in the English language.

PHYSICAL REQUIREMENTS: A minimum of 18 years of age with good general health, good vision, and hearing, hand-eye coordination, an aptitude for mechanical operations. Must have the physical stamina to stand for a complete shift and lift loads up to 40lbs.