

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Finishing Crew Leader

REPORTS TO: Finishing Superintendent, Assistant Finishing Foreman

SUMMARY: Is responsible for the setup and operation of the binder, stitcher or casing-in line. Is responsible for the quality and quantity of products running through the binding line. Successfully manages crew and projects to obtain desired results. Works with engineering to keep the line in good running order. Performs other tasks as assigned.

Essential functions of the job:

- I. Set up and run the binder, stitcher or casing-in line and associated machines for specific job orders.
- II. Maintain equipment as needed to keep them in good running order including daily maintenance and cleaning.
- III. Observe safety regulations and monitor the crew for compliance with safety regulations.
- IV. Transport stock and keep the area clean.
- V. Be able to supervise crew assigned and be responsible for the training of crewmembers when necessary.
- VI. Be responsible for quality control and maximum possible machine output.
- VII. Involve Superintendent or Assistant Foreman with quality concerns.
- VIII. Be able to understand and execute a task using a job ticket.
- IX. Communicate well with staff and supervision on all problems and challenges as they arise. Suggest improvements to processes.
- X. Notify Superintendent or Assistant Foreman when machine supplies are low or repairs are needed.

General Functions:

- XI. Maintain regular attendance at work and work overtime as required.
- XII. Work a flexible schedule that may require nighttime and/or weekend hours as required.
- XIII. Be willing to work in all areas of production as needed.
- XIV. Comply with Pacific Press employee handbook guidelines.
- XV. This job description is not intended to be all-inclusive; the Binding Line Crew Leader will also perform other reasonable related business duties assigned by the Finishing Superintendent and Assistant Finishing Foreman.

EXPERIENCE: Journeyman I experience or equivalent with the ability to manage a crew.

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.

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my Supervisor or Vice President. I understand that Pacific Press reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my "at-will" employment

relationship with Pacific Press.

Acknowledgement

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Date

OCTOBER 2024