

**PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION**

POSITION TITLE: Web Press Operator

REPORTS TO: Vice President of Production, Web Press Forman

SUMMARY: Serve as a web crew leader, trainer, troubleshooter, and press operator as needed.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Work as a crew leader and trainer on both web presses, making assignments to press operator to run at a high level of efficiency.
- II. Be instrumental in the training of the crew. Teach and instruct the press operators in the printing process. Document all processes when possible.
- III. Be responsible for press area cleanliness and ensure that proper safety practices are followed.
- IV. Maintain regular attendance at work and work overtime as required.
- V. Be willing to work a flexible schedule that may require extended nighttime and/or weekend hours as required.
- VI. Be willing to work in all areas of production as needed.
- VII. Comply with all employee handbook guidelines.
- VIII. This job description is not intended to be all-inclusive; the Web Press Operator will also perform other reasonable related business duties assigned by the Web Press Forman and Vice President of Production.

EXPERIENCE: A minimum of four years experience on a web type press, showing mechanical aptitude and the proven ability to lead employees in a production process.

EDUCATION: A high school diploma with the ability to read, write, and communicate in English.

PHYSICAL REQUIREMENTS: Must have a mechanical aptitude with good color vision/perception, good hearing, and the physical ability to work in a standing position for up to 12 hours daily 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

Date