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 _______________________________

JANUARY 2021
WEB PRESS OPERATOR