



JOB DESCRIPTION

Job Title: Variable Web Operator
Facility: Brooklyn Park
Department: Variable Web
Reports to: Digital Operations Manager

SUMMARY

Responsible for overall performance of the Press, to include, performing various tasks to setup, operate, monitor, troubleshoot, efficiency, quality and perform maintenance on the HP-T240.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Read and understand job tickets.
- Load files on and off the DFE.
- Setup all machine operation information correctly according to job ticket before beginning job.
- Observe and monitor machine operations to determine whether adjustments are needed.
- Correctly calibrate press to acceptable color.
- Learn and be able to operator the Hunkeler Gen 8 finishing system and run proficiently.
- Work with clients in a positive and professional manner.
- Communicate with team members and support teams to ensure continuous production of the correct product at high quality levels with minimal wasted time and materials.
- Troubleshoot machine problems to determine actual faults.
- Maintain machine run speed standards and material usage waste standards.
- Strictly adhere to client job specifications and ensure good quality work.
- Responsible for passing off all pertinent information to fellow operators.
- Communicate to Digital Manager regularly, keeping Manager updated on production activities and progress, including equipment performance.
- Open up service calls with HP when needed.
- Clean up machine parts after every work procedure.
- Teach, coach and cross train with fellow helpers/sorters.
- Load and unload paper rolls on and off the equipment in a safe manner.
- Responsible to perform maintenance on the Hunkler system to HP specifications.
- Maintain Weiko/EMT/Epic systems on the HP.
- Follow process control and quality control procedures.
- Practice all safe work habits. Understand and follow company and industry safety rules. Wear appropriate safety equipment. Report any unsafe equipment or conditions to your supervisor.
- Suggest improvements in work practices.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Finishing Machine Operator experience.
- Problem solving and trouble shooting skills.
- Attention to detail and an eye for quality.
- Sense of responsibility.
- Must be independent and self-motivated and needs minimum supervision.

- Needs a mechanically and technically sound individual comfortable with computers and transferring/set up of files.
- Ability to work in a fast-paced, high-speed environment, follow standardized work and adhere to safe work practices in a continuous improvement environment
- Knowledge of Production Procedures
- Ability to Read and understand job tickets
- Analytical Skills
- Attention to Detail
- Teamwork
- Multitask

PHYSICAL REQUIREMENTS

- Constant standing, reaching, pushing, pulling, lifting (50lbs max), and repetitive motions.
- Frequent walking, stooping, crouching, fingering, and grasping.
- Occasional sitting, balancing, and kneeling.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs/day of 8 hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs/day of hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs/day of 8 hour day)