



JOB DESCRIPTION

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

SUMMARY

Responsible for overall performance of the Hunkeler, to include, performing various tasks to setup, operate, monitor, troubleshoot and perform maintenance on the Hunkeler.

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

- Read and understand job tickets.
- Setup all machine operation information correctly according to job ticket before beginning job.
- Observe and monitor machine operations to determine whether adjustments are needed.
- 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 root cause.
- Maintain machine run speed standards and material usage waste standards.
- Strictly adhere to client job specifications and ensure quality work.
- Responsible for passing off all pertinent information to fellow operators.
- Communicate to Manager regularly, keeping Manager updated on production activities and progress, including equipment performance.
- Open service calls with Standard Dynamics when needed.
- Clean up machine and surrounding area 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 Hunkeler system to HP specifications.
- 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.

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 8 hour day)

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