



## JOB DESCRIPTION

**Job Title:** Press Operator - Web

**Department:** Press

**Reports to:** Pressroom Manager

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### SUMMARY

Responsible for overall performance of press, to include, production, efficiency, quality, material usage, safety, maintenance and gives direction to press crew.

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

- Ability to correctly make ready press from information on job ticket.
- Correctly match press sheets to color proof.
- Relate specific job duties to crew members.
- Communicate to Director of Operations, concerns relating to specific jobs, press performance and crew performance.
- Maintain press run speed standards and material usage waste standards.
- Work with clients in a positive and professional manner.
- Responsible for passing off all pertinent information to relief crew.
- Teach, coach and cross train press crew.
- Read and understand E-tickets.
- Follow process control and quality control procedures.
- Practice safe work habits. Understand and follow company and industry safety rules. Wear appropriate safety equipment. Report any unsafe equipment or conditions to your supervisor.
- Follows instructions carefully and accurately.
- Suggests improvements in work practices.
- Understand your role in the companies' Quality Management System regarding ISO

### QUALIFICATIONS

- High school diploma or equivalent.
- Press running operations skills.
- Understand pressroom operating procedures.
- Basic printing knowledge.
- Problem solving and trouble shooting skills.

### 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)*