

Phillips Graphic Finishing, LLC
Bindery Machine Operator
Job Description

Reports to: Bindery Supervisor

Position Purpose: To setup, operate, and maintain various bindery equipment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Upholds and advances the Company's core purpose and core values through all work-related decisions, communications, and behaviors.
- Assures personnel safety and a safe working environment.
- Makes ready various bindery equipment and provides production sample for supervisor approval prior to every job run.
- Ensures equipment runs at maximum machine speed as defined by job characteristics, i.e. stock thickness, sheet size, etc.
- Directs and assigns specific responsibilities to Packer/Helpers as needed to maintain production efficiencies and discretionary time.
- Monitors each job to ensure the highest quality and maintain "pull sheets", per company standard.
- Provides feedback to supervisor on areas of customer quality and implements corrective action as directed.
- Maintains machinery in operating condition and reports routine maintenance issues via the maintenance request form to the Plant Manager.
- Aids in controlling costs through effective labor and material usage and assists supervisor in defining and addressing areas of excessive waste.
- Communicates job information and specifics to the next operator during lunch breaks and/or shift change.
- Informs Supervisor of any errors or mistakes immediately for resolution.

Secondary Duties

- As needed, may perform duties of Packer/Helper.
- As applicable, enters material data into computer and records production counts on daily tally sheet and/or job ticket.
- Ensures manufacturing area is neat, clean and organized.
- May train new employees in proper bindery procedures and operation of machinery. May also cross-train employees to operate other types of bindery equipment.
- Remains productive during discretionary time.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three years related machine operator experience and/or training; or equivalent combination of education and experience.

Job Knowledge, Skill and Ability:

- Considerable knowledge of bindery machine operations.
- Working knowledge of various machine setups.
- Ability to effectively communicate verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to observe proper safety precautions.
- Ability to establish effective working relationships with other employees, supervisors and managers.
- Detail orientation
- Knowledge of equipment operation and/or maintenance, including tow motor, power jack, etc.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts. The employee is occasionally exposed to vibration. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification: Hourly-Non-exempt