

Geographics Job Description

Job Title: 1st Pressman (Crew Leader)

Department: Web Pressroom

Job Summary: The 1st pressman has the complete jurisdiction over that entire web press line and its press crew. Though not limited to the following, primary responsibilities include operating and maintaining the press He also handles training of others along with the 2nd pressman. Works directly with customer, sales and management to produce high quality, cost effective work, delivered in a timely manner.

- I. **Reports To:** Shift Supervisor
- II. **Production Responsibilities:**
 - A. Read and understands Job Ticket.
 1. Interprets layouts and job requirements
 2. Shares pertinent information with other crew members.
 - B. Responsible for setting up Make-ready requirements to crew members.
 - C. Directs and assists crew members on duties during Make-ready and wash-ups. Consults with 2nd pressman on Ink Sequence or special applications for correct setup.
 - D. Verifies correct signed proofs and signed bluelines are at press prior to plates being mounted.
 - E. Works with crew members in operating the press and folder, cleaning and maintaining equipment, and performing other assigned duties. This includes, but is not limited to ensuring maintenance activities are thoroughly accomplished and documented.
 - F. Achieve and monitor color consistency to match Geographics standards for quality to meet customer expectations. Work directly with customer, sales or supervisor to achieve desired approved color and register.
 - G. Consistently inspects for and maintains a high quality of web work. Works with the 2nd pressman to see all running samples are pulled, inspected, and initialed. Ensure sample copies are of the highest quality.
 - H. Follows all SOPs and works to ensure others on the crew do also. When violations or errors are made, 1st pressman is responsible for either informing the Pressroom Supervisor or training (correcting) the individual as appropriately necessary.
 - I. Verify press counts by checking auto count to the counters and initial off on count sheets. Ensure all auto count printouts and computer entries are correct and accurate.
 - J. Works to keep the entire press area clean at all times, both during production runs and down time, using the company resources and others efficiently as well as his crew to ensure Geographics requirements are efficiently and expeditiously met.

Geographics Job Description

- K. Ensures safety policies and procedures are met. Direct, Reports and uses themselves such as: PPEs, ergonomics, chemical hazards, etc. and performs these duties in a manner that protects the health and safety of all employees.
 - L. At work station at least 5 minutes prior to the beginning of your shift.
 - M. Continue on the job training for future advancement if a position becomes available.
 - N. Conforms to all company policies and procedures as outlined in the Geographics Employee Handbook.
- III. **Administrative Responsibilities:**
- A. Works as an extension of Management
 - B. Assigns or directs the work of crewmembers. Remember that when assigning work, attempts need to be made to divide tasks equally (considering the limits of each person's experience and ability).
 - C. Help in the administration of maintenance programs, tasks, and associated paper work. For instance, this includes having all the correct information concerning press runs, paper consumption, and waste information entered into the computer or paper document.
 - D. Train crewmembers.
 - E. Follow the department's maintenance program when maintenance is being conducted.
 - F. Read, understand, and follow the entire work order of every job and ensure that all discrepancies are resolved.
- IV. **Management of Personnel:**
- A. Works as an extension of Management.
 - B. Ensures the press crew has all required resources. This includes everything from supplies to personnel and reports any shortages of these resources to the Supervisor or Foreman.
 - C. Elevate unresolved or continuing problems to the shift Supervisor or Pressroom Manager.
 - D. Must be accountable for all areas in regards to performance of his crew.
- V. **Other Responsibilities:** As directed by Management
- VI. **Job Qualifications:**
- A. Extensive Web Press Experience
 - B. Quality-Conscious And Production-Oriented
 - C. Good At Problem Solving And Making Decisions
 - D. Can Work Without Supervision
 - E. Motivated To Do The Best Job Possible
 - F. Good With People And Possess Written And Oral Communication Skills
 - G. Mechanically-Inclined
 - H. Forklift Certification
 - I. Must be willing to work overtime to meet our customer's needs and production deadlines. Due to the nature of our business, this usually is short notice.

Geographics Job Description