

## Geographics Job Description

**Job Title:** 2<sup>nd</sup> Pressman

**Department:** Web Pressroom

- I. **Job Summary:** The 2<sup>nd</sup> pressman's job is to support and work with the 1<sup>st</sup> pressman who has the jurisdiction over that entire press line and its press crew. Though not limited to the following, primary responsibilities include assisting in running and maintaining the press, registration and assisting in the folder and finishing equipment operations. He also handles training of others along with the 1<sup>st</sup> pressman or individually at the 1<sup>st</sup> pressman's direction.
  
- II. **Reports To:** Shift Supervisor & 1<sup>st</sup> Pressman
- III. **Production Responsibilities:**
  - A. Responsible for maintaining color-to-color registration to meet Geographics standards for quality.
  - B. Directs and assists crew members on duties during Make-ready and wash-ups. Consults with 1<sup>st</sup> pressman on Ink Sequence or special applications.
  - C. Responsible for plate and blanket installation.
  - D. 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.
  - E. Consistently inspects for and maintains a high quality of web work. Works with the 1<sup>st</sup> pressman to see all running samples are pulled, inspected, and initialed. Ensure sample copies are of the highest quality.
  - F. Follows all SOPs and works to ensure others on the crew do also. When violations or errors are made, 2<sup>nd</sup> pressmen are responsible for either informing the Crew Leader or training (correcting) the individual as appropriate.
  - G. 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
  - H. Works to keep the entire press area clean at all times, both during production runs and down time, using the resources of him/herself and others efficiently as well as instructing others on the crew to ensure the Crew Leader's requirements are efficiently and expeditiously met.
  - I. Ensures safety policies and procedures are met. If it's while functioning in the Crew Leader's absence, then this would include the activities of all Direct Reports and themselves such as: PPEs, ergonomics, chemical hazards, etc. and performs these duties in a manner that protects the health and safety of all employees.

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- J. At work station at least 5 minutes prior to the beginning of your shift.
  - K. Continue on the job training for future advancement if a position becomes available.
  - L. Conforms to all company policies and procedures as outlined in the Geographics Employee Handbook.
- IV. **Administrative Responsibilities either at the Crew Leader's direction or in their absence:**
- A. 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).
  - B. 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.
  - C. Train crewmembers.
  - D. Follow the department's maintenance program when maintenance is being conducted.
  - E. Read, understand, and follow the entire work order of every job and ensure that all discrepancies are resolved.
- V. **Management of Personnel when the Crew Leader is absent:**
- A. Ensures the press has all required resources. This includes everything from supplies to personnel and reports any shortages of these resources to the Supervisor or Foreman.
  - B. Elevate unresolved or continuing problems to the shift Supervisor or Foreman.
  - C. Must be accountable for all area's in regards to performance of crew when lead pressman is unavailable. Assumes his role.
- VI. **Other Responsibilities:** As directed by Management or Crew Leader
- VII. **Job Qualifications:**
- A. Previous Web Press Experience  
Quality-Conscious And Production-Oriented  
Good At Problem Solving And Making Decisions
  - B. Can Work Without Supervision  
Motivated To Do The Best Job Possible
  - C. Good With People And Possess Some Written And Oral Communication Skills
  - D. Mechanically-Inclined
  - E. Forklift Certification