

**ADP TOTALSOURCE / APGOMEZ ENTERPRISES**

Job Description

**JOB TITLE: Print Operator**

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| Reports To: Warehouse Manager | Non-Exempt       |
| Prepared by: ADP TotalSource  | February 8, 2012 |

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**SUMMARY:**

This position is primarily responsible for performing large/grand format printers production related tasks necessary for the safe, efficient, and accurate operation of the printers. This position will also be responsible for assisting with make-ready activities, verifying production schedules and instructions, as well as completing quality control paperwork by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned.

Operates printers.

Carries out pre-fabrication on completed print jobs.

Performs regular maintenance on printers and troubleshoots when necessary.

Performs typical progressive and transfer printer operations.

Maintains an accurate count of parts and ensures production figures are met.

Maintains the work area and equipment in a clean, orderly, and organized condition.

Examines job order to determine quantity to be printed, stock specifications, colors and special printing instructions.

Measures material thickness and adjusts space setup between print heads/carriage according to thickness of material stock.

Starts press, examines nozzle checks, position on material and registration and makes adjustments to press throughout production run to maintain specific registration and color density.

Performs material handling as directed by supervisor.

Communicates with supervisor and senior press crew to verify production schedules and instructions.

Checks job set-up parameters with the job ticket specifications to ensure accurate setup.

Completes accurate paperwork related to material usage.

Evaluates product quality and takes corrective measures as necessary (i.e. color, register, fold, compensation, skidding).

Monitors all printing and press related processes and makes adjustments as necessary.

Follows all company and Occupational Safety and Health Administration (OSHA) safety regulations and encourages safe work habits from other crewmembers.

#### ACCOUNTABILITY:

- Checks that orders are done on time and correctly.
- Makes sure order are in good condition when finished.

#### SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

#### COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

##### Intellectual

- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Project Management - Communicates changes and progress; completes projects on time and budget.
- Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

##### Interpersonal

- Customer Service - Responds to requests for service and assistance.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

##### Leadership

- Visionary Leadership - Displays passion and optimism; inspires respect and trust.

- Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others.
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

### Organization

- Business Acumen - Understands business implications of decisions; aligns work with strategic goals.
- Cost Consciousness - Develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Strategic Thinking - Understands organization's strengths & weaknesses.

### Self-management

- Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.
- Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Safety And Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Consistently at work and on time; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; seeks increased responsibilities; asks for and offers help when needed.

- Innovation - Meets challenges with resourcefulness; generates suggestions for improving work; presents ideas and information in a manner that gets others' attention.

#### 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 AND/OR EXPERIENCE:

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

#### LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Project Management Software and Cyrious Software (Control) Oce/Vute~~keh~~/ CNC Software; Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word); and Electronic Mail Software (Outlook).

#### CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver License
- Forklift Certification

#### OTHER SKILLS AND ABILITIES:

- Clear and conceptual thinking ability is a plus.
- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Friendly, courteous, service-oriented, professional, outgoing, and customer service oriented.
- Remain calm and professional in stressful situations.

- Detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently and productively with minimum supervision.
- Recognize problems, identify possible causes and resolve routine problems.
- Ability to establish and maintain professional atmosphere for employees, clients and customers

#### OTHER QUALIFICATIONS:

- One or more years of operating press/printing equipment.
- Able to work a flexible schedule to include various nights, weekends and holidays.

#### SPECIALIZED EQUIPMENT:

- Océ
- Vutek
- Welder
- Router
- Cutter
- Forklift
- Laminator

#### 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 walk. The employee is frequently required to use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms and talk or hear.

The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### 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 moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and risk of electrical shock.

The noise level in the work environment is usually loud.