

## Digital Printer Operator I

Req ID: 20807 - Manufacturing/Warehouse/QA - Full-Time

**SHIFT:** 3<sup>rd</sup> Shift

**STARTING WAGE:** Starting Wage of \$11.50 per hour, commensurate with experience. 3<sup>rd</sup> shift positions include a \$1.25 differential in addition to base pay.

**SUMMARY:** Operates printer safely and ensure printed materials meet quality standards (proper stock, proper alignment, and proper job). Provides routine maintenance to keep printers operable (i.e. add toner, fuser agents).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- The candidate should demonstrate the ability to work semi-independently, demonstrating problem solving skills.
- Print jobs in a timely manner without sacrificing quality.
- Forward completed work to appropriate areas (folding, I/O, QC).
- Communicate status of unfinished jobs to relief operator at shift turnover.
- Follow all departmental procedures.
- Fill out IR's correctly and complete daily logs.
- Responsible for being familiar with, and practicing company/department safety rules and regulations.
- Responsible for being familiar with, and practicing company policies as set forth in the Policy and Procedure Guide.
- Overtime required as needed.
- Regular and appropriate attendance is expected in this and all other positions at NCP.

### Digital Printer Operator I

- The candidate must possess a workable knowledge of one of the following types of printers in Print Ops: Xerox 4635, DocuPrint 180, and Océ
- The candidate must be able to pass the appropriate quality test associated with the type of printer currently he/she is operating with a score of 85 or better.
- The candidate must meet or exceed the department minimum of clicks per labor hour, currently at 2500 or justification must be made on why the clicks do not meet the department minimum. (i.e. number of forms vs. clicks produced)

- Errors: There must not be a consistency in the types of errors by the candidate during the time as a Trainee. (I.e. producing duplicates for every error...the candidate must demonstrate that he/she is learning from the mistakes.)

### **Digital Printer Operator II**

- The candidate must have been an Operator I for 2 years or at least 4 years experience in a printing capacity outside of the company.
- The candidate must possess a workable knowledge of two of the following types of printers in Print Ops: Xerox 4635, DocuPrint 180, and Océ
- The candidate must be able to pass the appropriate quality tests associated with the types of printers currently he/she is operating with a score of 90 or better.
- The candidate must meet or exceed the department average of clicks per labor hour, currently at 3868 or justification must be made on why the clicks do not meet the department average. (I.e. number of forms vs. clicks produced).
- Errors:
  - There must not be a consistency in the types of errors produced by the candidate.
  - The In House errors produced must be below the department average, currently at 6 incidences per operator.
  - The candidate should not have produced a customer caught error within the past 6 months.
  - The candidate must demonstrate that he/she is learning from the mistakes made.
- The candidate must possess the ability to do some routine maintenance of the types of printers he/she currently operate.
- The candidate must demonstrate the ability to operate two printers effectively.

### **Digital Printer Operator III (Senior Operator)**

- The candidate must have been a Printer Operator II for 8 years or at least 10 years of experience in a printing capacity outside of the company.
- The candidate must possess a workable knowledge of all the printers associated with Print Ops.
- The candidate must be able to pass all quality tests associated with Print Ops with a score of 95 or better.

- The candidate must exceed the department average of clicks per labor hour, currently at 3868.
- The candidate must have demonstrated the ability to produce with little or no errors.
- The candidate must demonstrate strong problem solving skills and the ability to work independently involving several tasks.
- The candidate must possess the ability to do routine maintenance on the printers associated with Print Ops.
- The candidate must demonstrate a strong knowledge of all the procedures associated with Print Ops in order to cross-train other operators when the need arises.
- The candidate must be able to move into a lead or supervisory role when the need arises.

**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.

Must be able to work semi-independently. Knowledge and experience with various VM-VSE systems based operations.

**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, write, and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information one-on-one and in small group situations.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY:** Ability to account for all documents processed and shipped.

**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; sit; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, or kneel. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 75 pounds.

**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/or airborne dust &/ or paper particles. The noise level in the work environment is usually loud. All employees will be working in a manufacturing production environment. This includes working around various types of mechanical equipment or in areas where industrial lift trucks are used. All work environments that exceed OSHA's standard on noise levels are required to wear the hearing protection that is provided.