



Job Description

JOB TITLE: Print Operator and Light Assembly/Packaging

Reports To: Shop Manager

Employment Type: Non-Exempt

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Summary:

This position is primarily responsible for the printing of product by means of the following print methods: Hot Stamp, Pad or Screen Print, Digital printing and Laser engraved to achieve the results of quality and accurate orders through the most efficient means.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Safety is objective #1. Learn the safe way to use equipment and perform tasks.
- Identify and properly use of tools.
- Remove printed materials from equipment, and transport them to the next step in the process
- Inspect and examine printed products for print clarity, color accuracy, conformance to specifications, and external defects.
- Push buttons, turn handles or move controls and levers to start and control printing machines. Reposition printing plates, adjust pressure rolls, or otherwise adjust machines to improve print quality, using knobs, hand wheels, or hand tools. Set and adjust speed, temperature, ink flow, and positions and pressure tolerances of equipment.
- Examine job orders to determine details such as quantities to be printed, production times, stock specifications, colors, and color sequences
- Select and install printing plates, rollers, feed guides, gauges, screens, stencils, type, dies, and cylinders in machines according to specifications, using hand tools.
- Operate equipment at appropriate speeds to ensure proper ink coverage, alignment, and registration.
- Load, position, and adjust unprinted materials on holding fixtures or in equipment loading and feeding mechanisms.
- Pour or spread paint, ink, color compounds, and other materials into reservoirs, troughs, hoppers, or color holders of printing units, making measurements and adjustments to control color and viscosity. Repair, maintain, or adjust equipment.
- Blend and test paint, inks, stains, and solvents according to types of material being printed and work order specifications
- Clean and lubricate printing machines and components, using oil, solvents, brushes, rags, and hoses.
- Assemble components before, during after print process to complete item packaging.
- Package parts using equipment for cello, bag and seal parts.
- Produce product to meet the company motto

“creating a positive customer experience – every time”

COMPETENCIES:

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

Intellectual

- 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.
- Technical Skills – Mechanical aptitude, ability to work on equipment with moving parts; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal

- Customer Service - although this position is not in direct contact with customers understands the impact of their task to the end result for the customer.
- 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; demonstrates group presentation skills; participates in meetings.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; 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; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Leadership

- Not a requirement for this position.

Organization

- Cost Consciousness – Aware of production requirements for units per hour, set up times and can appropriately manage time to meet company standards.
- 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 tasks correctly and on time; supports organization's goals and values;
- Strategic Thinking – thinks through the job or task to achieve the company approved standards for product outcome through compliance of procedures and policies; offers constructive changes or solutions.

Self-management

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- 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; determines appropriate action beyond guidelines; 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; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; 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; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; 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.

- Ability to follow written standard operating procedures to produce accurate and quality parts.
- Ability to learn the equipment, run and maintain.
- Ability to learn the product substrates and know which inks and thinners associated with quality printing.
- Ability to read a work order and follow the directions.
- Operation and Control - Controlling operations of equipment or systems.
- Operation Monitoring - Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Troubleshooting - Determining causes of operating errors and deciding what to do about it.
- Equipment Maintenance - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Mechanical - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Equipment Selection - Determining the kind of tools and equipment needed to do a job.
- Time Management - Managing one's own time and the time of others
- Repairing - Repairing machines or systems using the needed tools.
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Strong work ethic

EDUCATION AND/OR EXPERIENCE:

High School Diploma or GED

Minimum 18-years-old.

Minimum 2-years pad print or screen print experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret orders and other documents necessary for successful outcome.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

COMPUTER SKILLS:

Microsoft level 1 Basic

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 and or sit for up to four hours in a shift. The ability to talk and hear along with the use of hands, fingers and feet.

The employee must occasionally lift and/or move up to 40 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.

The noise level in the work environment is high and may on occasion reach levels above the OSHA standards requiring protective equipment.

ADA Compliant:

Company is compliant with the American Disability Act and will adjust job requirements to meet needs as long as it does not exceed the financial burden scale per the Federal and State guidelines.

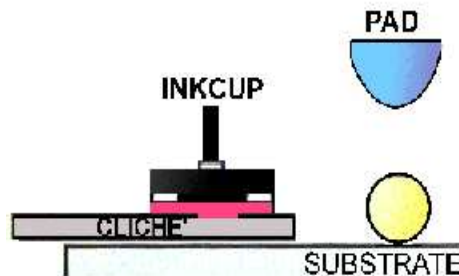
Other facts pertinent to the position;

Pad Print/Silk Screen how to and job requirement and skill set details.

The key elements to the pad printing process are the pad, the cliché, and the ink. Together, these three elements allow more flexibility in the types of products that can be printed using this process than any other printing process.

The basic steps as illustrated below are as follows:

1. The cliché step - the image on the cliché is inked via doktor blade system or inkcup while the pad travels to the image.
2. The transfer step - the pad picks up the inked image from the cliché and travels to the substrate.
3. The print step - the pad makes contact with the substrate using just the right amount of pressure to deliver the image.



The Cliché

The desired image to print is etched into a plate called a cliché. The cliché is usually made of a polymer coating on a metal backing or of hardened steel. Once placed on the printer, the cliché is inked by either an open inkwell doctoring system or by a closed inkcup sliding across the image. The differences between cliché types and how to choose the right type are explained in greater detail in the article titled In this article you'll also learn how much ink is applied to the product.

The Ink

Padprinting inks are just as versatile as the other elements in the process. Not only are they available in every color imaginable, they also come in a variety of series which are specific to the type of substrate to be printed on. Different materials react differently to the various elements in inks. For example, the ink used for printing on certain plastics may not adhere to glass or aluminum. There are medical grade inks for use in the medical industry, as well as edible inks which can be pad printed onto candies or other food products. Final appearance and adhesion quality is dependant on other factors such as the viscosity and evaporation characteristics of the ink.

The Pad

After the cliché is inked, the silicon pad then picks up the image and transfers it to the product. The pads are made of a silicon material, which can vary in durometer (hardness). The properties of the silicon allow the inks to temporarily stick to the pad, yet fully release from the pad when it comes into contact with the product to be printed. The durometer of the pad dictates how the image molds to the product. For example, to print an image on a basketball, a harder pad will get more of the image into the textured surface. Likewise, a larger image to be placed on a flat (or nearly flat) surface would normally require a substantial amount of down pressure to print the entire image with a hard pad. By using a softer durometer, the image can be placed using less pressure and thus avoiding some complications associated with too much pressure

TITLE: Silk Screen Process Decorators

DEFINITION: Apply lettering, designs, or coloring to products, using silk screen process.

TASKS:

1. Applies ink or glaze to screen or pattern over drawing or plate and prints design.
2. Positions mask or apply protective coating over parts not to be shaded.
3. Selects and prepares color glaze or ink.
4. Cleans ink, glaze, or protective coating from parts of drawing not to be shaded.
5. Cuts stencil by hand, using cutting tools, or photographs design on film.
6. Reads job order and examines drawing or design to determine method of making stencil.
7. Catalogs and stores screens for future orders.

KNOWLEDGE:

Production and Processing

*Knowledge of inputs, outputs, raw materials, waste, quality control, costs, and techniques for maximizing the manufacture and distribution of goods

Design. Knowledge of design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models

Mechanical

Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance

Chemistry

Knowledge of the composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods

Mathematics

Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, calculus, statistics, and their applications

Engineering and Technology

Knowledge of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications

Equipment Selection

Determining the kind of tools and equipment needed to do a job

Reading Comprehension

Understanding written sentences and paragraphs in work related documents

Operation and Control

Controlling operations of equipment or systems

Product Inspection

Inspecting and evaluating the quality of products

Information Organization

Finding ways to structure or classify multiple pieces of information

Writing

Communicating effectively with others in writing as indicated by the needs of the audience

Information Gathering

Knowing how to find information and identifying essential information

Identification of Key Causes

Identifying the things that must be changed to achieve a goal

Technology Design

Generating or adapting equipment and technology to serve user needs

Problem Identification

Identifying the nature of problems

Judgment and Decision Making

Weighing the relative costs and benefits of a potential action

Using logic and analysis to identify the strengths and weaknesses of different approaches

Solution Appraisal

Observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts

Active Listening

Listening to what other people are saying and asking questions as appropriate

Idea Generation

Generating a number of different approaches to problems

Service Orientation

Actively looking for ways to help people

Systems Evaluation

Looking at many indicators of system performance, taking into account their accuracy

Active Learning

Working with new material or information to grasp its implications

Monitoring

Assessing how well one is doing when learning or doing something

Coordination

Adjusting actions in relation to others' actions

Synthesis/Reorganization

Reorganizing information to get a better approach to problems or tasks

Equipment Maintenance

Performing routine maintenance and determining when and what kind of maintenance is needed

Operations Analysis

Analyzing needs and product requirements to create a design

Time Management

Managing one's own time and subordinates

Visioning

Developing an image of how a system should work under ideal conditions

Management of Material Resources

Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work

Operation Monitoring

Watching gauges, dials, or other indicators to make sure a machine is working properly

Idea Evaluation

Evaluating the likely success of an idea in relation to the demands of the situation

Troubleshooting

Determining what is causing an operating error and deciding what to do about it

Identifying Downstream Consequences

Determining the long-term outcomes of a change in operations

ABILITIES:

Visual Color Discrimination

The ability to match or detect differences between colors, including shades of color and brightness

Arm-Hand Steadiness

The ability to keep the hand and arm steady while making an arm movement or while holding the arm and hand in one position

VisualizationThe ability to imagine how something will look after it is moved around or when its parts are moved or rearranged. The ability to see details of objects at a close rang

Information Order The ability to correctly follow a given rule or set of rules in order to arrange things or actions in a certain order. The things or actions can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

Near Vision

The ability to see details of objects at a close range

Written Comprehension

The ability to read and understand information and ideas presented in writing

Manual Dexterity

The ability to quickly make coordinated movements of one hand, a hand together with its arm, or two hands to grasp, manipulate, or assemble objects

Multilimb Coordination

The ability to coordinate movements of two or more limbs together (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the body is in motion

Wrist-Finger Speed

The ability to make fast, simple, repeated movements of the fingers, hands, and wrists

Memorization

The ability to remember information such as words, numbers, pictures, and procedures

Finger Dexterity

The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects

Control Precision

The ability to quickly and repeatedly make precise adjustments in moving the controls of a machine or vehicle to exact positions

Trunk Strength

The ability to use one's abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing

Originality

The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

Extent Flexibility

The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs

Problem Sensitivity

The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Dynamic Strength

The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue

Selective Attention

The ability to concentrate and not be distracted while performing a task over a period of time

Static Strength

The ability to exert maximum muscle force to lift, push, pull, or carry objects

Speed of Limb Movement

The ability to quickly move the arms or legs

Deductive Reasoning

The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

Category Flexibility

The ability to produce many rules so that each rule tells how to group (or combine) a set of things in a different way.

Time Sharing

The ability to efficiently shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)

Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences

Far Vision

The ability to see details at a distance

Dynamic Flexibility

The ability to quickly and repeatedly bend, stretch, twist, or reach out with the body, arms, and/or legs

Inductive Reasoning

The ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. It includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

Stamina

The ability to exert one's self physically over long periods of time without getting winded or out of breath

Flexibility of Closure

The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material

Fluency of Ideas

The ability to come up with a number of ideas about a given topic. It concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas.

Gross Body Coordination

The ability to coordinate the movement of the arms, legs, and torso together in activities where the whole body is in motion

Speed of Closure

The ability to quickly make sense of information that seems to be without meaning or organization. It involves quickly combining and organizing different pieces of information into a meaningful pattern

Oral Expression

The ability to communicate information and ideas in speaking so others will understand

Speech Recognition

The ability to identify and understand the speech of another person

Speech Clarity

The ability to speak clearly so that it is understandable to a listener

Written Expression

The ability to communicate information and ideas in writing so others will understand

Depth Perception

The ability to judge which of several objects is closer or farther away from the observer, or to judge the distance between an object and the observer

Reaction Time

The ability to quickly respond (with the hand, finger, or foot) to one signal (sound, light, picture, etc.) when it appears

Rate Control

The ability to time the adjustments of a movement or equipment control in anticipation of changes in the speed and/or direction of a continuously moving object or scene

Response Orientation

The ability to choose quickly and correctly between two or more movements in

response to two or more signals (lights, sounds, pictures, etc.). It includes the speed with which the correct response is started with the hand, foot, or other body parts

Mathematical Reasoning

The ability to understand and organize a problem and then to select a mathematical method or formula to solve the problem. The ability to add, subtract, multiply, or divide quickly and correctly

Perceptual Speed

The ability to quickly and accurately compare letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object

Spatial Orientation

The ability to know one's location in relation to the environment, or to know where other objects are in relation to one's self

Peripheral Vision

The ability to see objects or movement of objects to one's side when the eyes are focused forward

Hearing Sensitivity

The ability to detect or tell the difference between sounds that vary over broad ranges of pitch and loudness

Glare Sensitivity

The ability to see objects in the presence of glare or bright lighting

Night Vision

The ability to see under low light conditions

Auditory Attention

The ability to focus on a single source of auditory (hearing) information in the presence of other distracting sounds

WORK ACTIVITIES:

Handling and Moving Objects

Using one's own hands and arms in handling, installing, forming, positioning, and moving materials, or in manipulating things, including the use of keyboards.

Getting Information Needed to Do the Job

Observing, receiving, and otherwise obtaining information from all relevant sources.

Controlling Machines and Processes

Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

Implementing Ideas or Programs

Conducting or carrying out work procedures and activities in accord with one's own ideas or information provided through directions/instructions for purposes of installing, modifying, preparing, delivering, constructing, integrating, finishing, or completing programs, systems, structures, or products.

Identifying Objects, Actions, and Events

Identifying information received by making estimates or categorizations, recognizing differences or similarities, or sensing changes in circumstances or events.

Monitoring and reviewing information from materials, events, or the environment, often to detect problems or to find out when things are finished.

Inspecting Equipment, Structures, or Material

Inspecting or diagnosing equipment, structures, or materials to identify the causes of errors or other problems or defects.

Estimating Needed Characteristics

Estimating the Characteristics of Materials, Products, Events, or Information:

Estimating sizes, distances, and quantities, or determining time, costs, resources, or materials needed to perform a work activity.

Judging Qualities of Things, Services, or People

Making judgments about or assessing the value, importance, or quality of things or people.

Organizing, Planning, and Prioritizing

Developing plans to accomplish work, and prioritizing and organizing one's own work.

Processing Information

Compiling, coding, categorizing, calculating, tabulating, auditing, verifying, or processing information or data.

Performing General Physical Activities

Performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.

Making Decisions and Solving Problems

Combining, evaluating, and reasoning with information and data to make decisions and solve problems. These processes involve making decisions about the relative importance of information and choosing the best solution.

Evaluating Information Against Standards

Evaluating information against a set of standards and verifying that it is correct.

Analyzing Data or Information

Identifying underlying principles, reasons, or facts by breaking down information or data into separate parts.

Updating and Using Job-Relevant Knowledge

Keeping up-to-date technically and knowing one's own jobs' and related jobs' functions.

Documenting or Recording Information

Entering, transcribing, recording, storing, or maintaining information in either written form or by electronic/magnetic recording.

Communicating With Other Workers

Providing information to supervisors, fellow workers, and subordinates. This information can be exchanged face-to-face, in writing, or via telephone/electronic transfer.

Interacting With Computers

Controlling computer functions by using programs, setting up functions, writing software, or otherwise communicating with computer systems.

Repairing and Maintaining Electrical Equipment

Fixing, servicing, adjusting, regulating, calibrating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.

Other projects and tasks as assigned by Lead and/or Manager that require same or similar skill set as for current position unless otherwise agree to additional training and documentation.