

ASPEN PRODUCTS, INC.

Job Description Form

Division/Department	Printing Department
Location	ALL
Job Title	Lead Pressman
Reports to	<i>Title</i>

Level/Grade	Entry level	Type of position:	Hours <u>40+</u> / week (overtime is required)
		<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
		<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
		<input type="checkbox"/> Contractor	
		<input type="checkbox"/> Intern	

GENERAL DESCRIPTION

Lead pressman is directly responsible for operating and maintaining the flexo presses, press print production as well as manage and train others in the pre-press and press operations. Lead Pressman is responsible for efficiency of the presses with timely completion of orders, and all aspects of the presses mechanical/computer systems including data entry, as well as storage and retrieving of jobs. Must evaluate print, print quality, overall printing process, and bring any concerns to the attention of the appropriate supervisor. Lead Pressman are also responsible for troubleshooting any production, mechanical, personnel issues, and overall safety and cleanliness of presses/department, mixing inks to customer requirements using proofs, PMS swatches, maintaining viscosity and density. Lead Pressman is responsible for purchasing and inventory of raw materials, department supplies, all PPE and inventory of finished goods. Lead pressman is also responsible for ensuring safety policies and procedure are held to the highest priority and promote a clean and safe work environment along with Quality Workmanship, producing quality products, and Food Safety, HACCP, GMP's, Food Defense protocols, shall be competent and have appropriate education, training, skills, and experience.

WORK EXPERIENCE REQUIREMENTS

- Mechanical- Knowledge of necessary 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.
- Customer and Personal Services- Knowledge of principles and process for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computers and Electronics- Knowledge of basic programs to run presses with the ability to adapt to programs that could be unfamiliar.
- Mathematics- Knowledge of basic arithmetic's
- Chemistry- Knowledge of Ink mixing. This includes knowledge of viscosity and density as well as PH levels used in inks and lacquer uses of chemicals and their interactions, danger signs, production technique, and disposal.

EDUCATION REQUIREMENTS

- High school diploma or GED

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REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	