



JOB DESCRIPTION

JOB TITLE: Digital Press Operator
DEPARTMENT:
LOCATION:
REPORTS TO: Director of Ops / Production Manager or Operations Manager
FLSA STATUS: Non-Exempt
EMPLOYMENT STATUS: Regular Full-Time
APPROVED BY:
REVISION DATE: 5/1/2018

ePac, LLC is focused solely on the quick turn-around, short run flexible packaging market. With multiple locations across the USA, ePac offers pre-media, digital printing, laminating, and pouch making services based on state-of-the-art digital printing. ePac is the first company ever to be developed from the ground up around the latest wide-web digital printing technology. ePac is built to harness the full power of digital technology, today and in the future.

SUMMARY OF POSITION

The Press Operator efficiently operates, calibrates and maintains an Indigo HP 20000 to ensure excellent quality, machine uptime and that customer expectations are exceeded. Responsible for supplying printed rolls of film (PE, BOPP, PET and other polymer based substrates) to lamination department. Responsible for machine upkeep, cleanliness and maintenance during break/fix with Lead Operator or HP Technical Support team's assistance.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Regularly calibrates press via color calibration to ensure excellent print quality
- Efficiently sets up machine to maximise uptime
- Confirms job specifications based on job ticket prior to printing
- Performs daily and weekly maintenance on press
- Notifies Lead Press Operator when equipment needs repair
- Opens service calls with HP Technical Team as necessary
- Loads rolls of material onto press
- Monitors print quality while machine is in production
- Inputs production, consumption, and waste data into Microsoft NAV (ERP)
- Keeps pressroom clean and organized

NON-ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Could be asked to support other parts of the operations including pouch assistant, slitting, and lamination
- Communicates with Prepress and Converting department when necessary



JOB KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of HP Indigo presses (HP 20000 experience a plus)
- Simple mathematical ability for reports required
- Computer literacy
- Mathematical knowledge
- Ability to read a ruler
- Mechanical skills
- Attention to detail

EXPERIENCE AND EDUCATION

- 1-3 years in production field related to digital printing preferred
- High school diploma
- HP Operator 1 training desired
- Responsibility in the area of food safety essentials from AIB international 5.4.1.1 section of adequacy of prerequisite and food safety programs

WORK ENVIRONMENT

- While performing the duties of this job, the employee is located in the press room, and will be around moving mechanical parts and vibration
- ePac believes in a collaborative and cross trained workforce and encourage all employees to learn all facets of production. This role will have the ability to learn and train on operational functions throughout the plants.

PHYSICAL REQUIREMENTS

Activity	<25	25'	50'	75'	10'	Comments
Standing					X	
Sitting	X					
Walking		X				
Bending	X					
Twisting	X					
Squatting	X					
Lifting:						
Up to 15 lbs		X				
15-34 lbs		X				
35-49 lbs		X				
50-74 lbs	X					
Carrying	X					
Pushing/Pulling (arm use)	X					
Hand Use:						
Grasping	X					
Pushing/Pulling	X					
Repetitive Twisting	X					
Fine Manipulation	X					
Both at Same Time	X					



Rapid Eye/Hand Coordination		X				
Work:						
Inside					X	
Visual:						
Near			X			
Far			X			
Depth Perception:						
Yes			X			
Correct Color Perception:						
Yes			X			

I have read the above job description and acknowledge my understanding of the duties and responsibilities set forth herein.

Employee Name (please print): _____

Employee Signature: _____ Date: _____