

# Photopolymer Platemaker/Mounter – OEC Graphics Canada

## JOB DESCRIPTION

**Purpose:** Produce, mount and ship photopolymer plates to meet production schedule and customer demands.

**Reports to:** Facility Leader

**Status:** Non-exempt (Hourly)

### Essential Responsibilities:

1. Produce photopolymer plates to meet production schedule and customer ship dates while maintaining the highest quality standards. Utilize micrometer to ensure plates are within plate tolerance. Cross-check file with proof for digital plates; double-check quality of films for analog plates.
2. Make and/or adhere plate backing as needed, mount and proof plates, clean and seal plates per specifications. Prepare and inspect mounted plates prior to shipment.
3. Prepare and expedite shipments per work ticket instructions and/or customer specifications, including but not limited to: create and affix proper labeling, assemble and pack appropriately to prevent damage in transit, prepare and complete required recordkeeping for incoming and outgoing shipments in a timely and accurate manner, calculate weight, shipping charges and postage. Perform quality assurance check of products prior to packaging and shipment.
4. Follow all pertinent safety, quality, and environmental standards, work instructions, and OEC standard operating procedures.
5. Accurately record job billing of time and materials utilized to produce products.
6. Provide accurate inventory counts and reorder items as needed or directed.
7. Maintain safe, clean, and neat work areas. Perform equipment maintenance as needed or as instructed.
8. Other duties as assigned or required for efficient operations.

### Knowledge, Skills and Abilities:

- Basic math aptitude; individual must know basic math skills and be able to read a ruler
- Ability to manage numerous projects simultaneously
- Demonstrates independent judgment
- Able to safely operate a forklift
- High level of accuracy and attention to detail

**Education and/or Experience:** High School diploma or equivalent required; Associate Degree in related field preferred. Corrugated print experience and sleeve mounting a plus. Able to operate a forklift and complete certification.

**Performance Standards:** Employee will be reviewed on his/her ability to achieve the outcomes stated above. The employee must work safely at all times and maintain the confidentiality of all department, company, and customer information.

**Equipment/Materials Used:** Platemaking equipment, plate mounting equipment, ruler, calculator, forklift, computer and general production equipment.

**Conditions of Employment:** Continuous standing and walking. Ability to routinely lift up to 40 pounds (and occasionally up to 70 pounds). General vision and hearing. Occasional overtime may be required to meet the needs of the business.