

Production Technician – Display Graphics

JOB DESCRIPTION

Purpose: Operate digital cutting tables, screen presses, and related finishing equipment for efficient workflows to meet production schedule and customer requirements.

Reports to: Team Lead, Display Graphics

Status: Non-exempt

Essential Responsibilities:

1. Work within team rotation schedule to operate digital cutting tables, screen presses, and display graphics finishing equipment to produce product. Ensure required resources are available in order to complete job (media, files, job ticket, etc.).
2. Adhere to all pertinent quality standards, operating procedures, and safety requirements; make recommendations to ensure a safe work environment.
3. Ensure proper substrate handling, conditioning and loading. Record job billing of time and materials as required.
4. Respond appropriately to fault, error, and alert messages on the equipment. Troubleshoot problems that occur during job.
5. Perform minor machine maintenance to assure the proper functioning of equipment. Minor maintenance functions include cleaning, replenishing consumables, and replacing parts as needed.
6. Maintain clean work area and orderly inventory of stock and materials.
7. Any other duties as assigned for facility operations.

Knowledge, Skills and Abilities:

- Basic math aptitude; individual must know basic math skills and be able to read a ruler
- Basic understanding of lean principles and ability to work in a continuous improvement environment
- Basic computer navigation skills
- Ability to proactively manage several projects simultaneously
- Demonstrates independent judgment and initiative; high level of accuracy and attention to detail
- Ability to operate power material handling equipment (i.e., forklift, tow motor, etc.)

Education and/or Experience:

High School diploma or equivalent is required. Prior experience working in a manufacturing setting is preferred.

Performance Standards: Employee will be reviewed regularly 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: Press and finishing equipment, material handling equipment, safety knives, power and hand tools, computer, calculator, variety of material substrates, inks, and solvents

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

Employment is on an at-will basis and may be terminated at any time, and for legal reason, with or without cause, either by the employee or the company.

I understand and I am able to perform the above mentioned job requirements.

Signature

Date