

## **Seamex Technician JOB DESCRIPTION**

**Purpose:** Manufacture continuous in-the-round (ITR) photopolymer sleeves to meet production schedule and customer ship dates.

**Reports to:** Plate Production Manager

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

### **Essential Responsibilities:**

1. Perform merging, vulcanizing, coating, grinding, and imaging operations to produce continuous in-the-round (ITR) photopolymer sleeves to meet production schedule and customer ship dates while maintaining the highest quality standards.
2. Develop and increase production capacity and efficiency within the department by sharing knowledge and production methods on equipment usage.
3. Record job billing of time and materials as required.
4. Monitor and appropriately utilize inventory to minimize waste and ensure inventory is available.
5. Adhere to all pertinent safety and quality standards, checks, and procedures.
6. Perform equipment maintenance and department housekeeping tasks as needed or scheduled.
7. Any other duties as assigned to maintain effective 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 manufacturing principles and ability to work in a continuous improvement environment
- Ability to manage numerous projects simultaneously
- Demonstrates independent judgment
- High level of accuracy and attention to detail

### **Education and/or Experience:**

High School diploma or equivalent is required. Prior experience in printing/publishing is preferred but not necessary.

**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:** Various equipment for manufacturing photopolymer sleeves (merger, vulcanizer, coater, grinder, imaging laser), ruler, calculator, computer and general production equipment.

**Conditions of Employment:** Continuous standing and walking. Ability to routinely lift up to 40 pounds. General vision and hearing. 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