

# SHEBOYGAN PAPER BOX COMPANY

## JOB DESCRIPTION

**Job Title:** A4 OFFSET PRESSMAN 2nd  
**Department:** Print Department  
**Reports to:** Print Department Supervisor  
**FLSA Status:** Nonexempt  
**Prepared By:** Julie Radzins  
**Prepared Date:** 8/16/16  
**Approved By:** Scott Monnot  
**Approved Date:** 8/16/16

### SUMMARY

Job responsibilities include but are not limited to pulling job stock, loading paper, operating feeder, hanging plates, mixing ink, keeping ink supplied in fountains, replacing blankets, helping lead pressman with operations of press, watching for imperfections such as smashed blankets, scratches and keeping your work area/press clean and safe for others.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Knowledge of all duties under A3 Offset Pressman Assistant should be known, before moving up to this position.
2. A4 Offset Pressman 2<sup>nd</sup> is responsible along with the head pressman for jobs that come off the press (color, defects, and problems).
3. Ability to mentor with the A5-L Offset Pressman Lead to gain Knowledge of all press operations and all procedures of the offset printing process.
4. The A4 Offset Pressman 2<sup>nd</sup> will be required to setup and operate the printing press during crew shortages, call-in or vacation coverage situations.

Some of the learning duties of the A4 Offset Pressman 2<sup>nd</sup> are as follows:

1. Startup, Shutdown and Set up offset press.
2. Gain knowledge of ink and water balance and control (trouble shooting).
3. Registration of plates.
4. Knowledge and ability to perform all maintenance procedures.
5. Ability to set all ink and water rollers.
6. Ability to pull correct ink and coating per Company program (knowledge of different inks and coatings).
7. Ability to remove and replace anilox roller and set to specs.
8. Ability to remove and replace coating chamber and blades and set to specs.
9. Helps to mentor the A3 Offset Press Feeder.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

### EDUCATION and/or EXPERIENCE

No general education requirements are needed. High School Diploma or General Education Degree would be preferred. In order to seek enrollment in the Journeyman Program, a High School Diploma or General Education Degree is required. Enrollment in the Journeyman Program is not necessary at this time but is encouraged to do so at a later time in this program. Any hours or time spent doing press work will be credited to the Journeyman Program if employee so desires to pursue the position of A-5 Offset Pressman. Prior to applying for this position, no prior experience or training would be necessary.

**LANGUAGE SKILLS**

Ability to read and write routine reports and correspondence. Ability to communicate with managers and employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, figure out problems with the use of a calculator, and read and measure with a ruler.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**CERTIFICATES, LICENSES, REGISTRATIONS****PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands and arms, climb or balance, stoop, kneel, and crouch. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

**REMARKS**

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.