



**Job Title:** Foreman/Pressman

**Exemption Status/Test:**

**Reports to:** Coordinator Printing Services

**Date Revised:** November 29, 2018

**Dept. /School:** Printing Services

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**Primary Purpose:**

Provide responsible supervision of the operations of Printing Services.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Experience:**

One (1) year supervisory experience

**Special Knowledge/Skills:**

Provide direction to equipment operators and other employees

Ability to efficiently produce quality print work in strict time constraints

Understanding and subsequent execution of following presses/copiers: Roland SolJETpro4, Mimaki JFX200-2513, Mutoh Value Jet VJ-1617H, ABDick9910, ABDick9995, Sakurai Oliver 266EPZ, Prestek 52DI 4 Color Process

Ability to run and make minor repairs on all production machines

Efficient knowledge in MS Word, InDesign, Photoshop, Illustrator, Publisher, Adobe Creative, Cloud, CorelDraw, etc.

Maintain inventory control

Effective interpersonal skills

**Major Responsibilities and Duties:**

1. Confirm all employees have the information needed to complete their daily assignment.
2. Communicating instruction and expectations to all areas of printing services and all employees.
3. Cross train employees in all areas of production.
4. Coordinate and supervise the activities of the print shop in the absence of Senior Production Manager.
5. Monitor inventory to insure a minimum of delivery delays.
6. Assist in the screen printing department with design, pricing and printing.
7. Manage print production to assure the shortest turnaround time.
8. Assist in the production of foil, embossing and die cutting.
9. Ability to detect mechanical malfunction in printing equipment.

**Supervisory Responsibilities:**

Pressroom and Bindery personnel.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** All presses and bindery equipment

**Posture:** Prolong standing, bending, stooping, pushing, pulling and twisting

**Motion:** Reaching, pulling and pushing

**Lifting:** Lifting and carrying (less than 75 pounds)

**Environment:** Frequently works prolonged or irregular hours

**Mental Demands:** Work with numerous interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.