

THE OVID BELL PRESS, INC.

JOB DESCRIPTION

JOB TITLE: WORKING FOREMAN

GRADE/CLASSIFICATION: NON EXEMPT

REPORTING RELATIONSHIPS:

REPORTS TO: PRESS DEPARTMENT MANAGER

DIRECTS: PRESS DEPARTMENT PERSONNEL

JOB SUMMARY: Responsible for directing and scheduling personnel for the day-to-day operations of the pressroom.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for providing support and leadership to press shift crews to make sure the department runs smoothly and the all the positions are manned. Assists the day-to-day operations of the pressroom.
2. Interviews candidates for the pressroom and makes hiring recommendations; ensures new press department employees receive proper training.
3. Performs performance appraisals for direct reports.
4. Performs mechanical and electrical troubleshooting on the presses; consults with outside experts when needed.
5. Responsible for quality control in the pressroom; checks and approves the press sheets before press runs; answers questions and gives directions to the press operators concerning noticeable errors.
6. Processes time sheets for the Department.
7. Performs any other duties that may be assigned.

MINIMUM QUALIFICATIONS:

Ability to:

- Have good public relation skills and able to handle difficult situations.
- Communicate effectively, both verbally and in writing.
- Make accurate calculations and computations.
- Work harmoniously with employees and management.
- Maintain clear, concise and accurate records.
- Maintain confidentiality.
- Follow written and verbal instructions.
- Handle multiple priorities.
- Troubleshoot equipment failures and do minor repairs.
- Recognize good quality printed work and make corrections to improve print quality.
- Work independently without supervision.

Education and Experience:

- High School Diploma or G.E.D.
- 5-10 years pressroom experience on various presses and equipment.
- 2 years supervisory experience.

Licenses or Certificates:

- Valid Drivers License.

Press Working Foreman
07/2015