



JOB DESCRIPTION

JOB TITLE:	Plate Maker	DEPARTMENT:	Production<Preparation
FLSA STATUS:	Non-Exempt	REPORTS TO (TITLE):	Pre-Press Manager
WAGE GRADE:		SUPERVISORY DUTIES?	No
EEO CODE:		DATE OF LAST REVIEW	November 2019

SUMMARY:

The Plate Maker is responsible for making plates and screens for press.

PRIMARY RESPONSIBILITIES:

- Make digital flexo plates, Offset plates and Silkscreens.
- Maintain product segregation and security.
- Maintain complete and accurate documentation.
- Maintain clean and organized working area.
- Follow all Company policies, procedures, and safety rules and regulations.
- Perform other job functions at supervisor's request.

KNOWLEDGE AND SKILLS:

Preferred

- 2-3 years prior experience making plates

Required

- Must have perfect or near perfect vision (with or without corrective lenses) and normal color vision.
- Must be able to lift 50lbs consistently and safely without assistance and be able to stand and/or walk for most of shift.
- Must be willing to work additional days/hours as needed.
- Self-motivated to complete tasks and projects without supervision.
- Critical attention to detail
- Strong verbal and written communication skills to work with other departments and transfer critical knowledge and information to next shift.
- Meet deadlines and responsibilities to help team meet goals, listen to others and values opinions, and promote a team atmosphere.
- Deal with others in a straightforward and honest manner, be accountable for actions, maintain confidentiality, and demonstrate support of Company values.
- Meet commitments, work independently, accept accountability, stay focused under pressure, and meet attendance/punctuality requirements.
- Adapts to change and adjust to meet needs, be open to new ideas, and take on new responsibilities as required.
- Find solutions to issues, make suggestions for improvements.
- Must be extremely safety conscious at all times.

EDUCATION AND TRAINING:

Required

- High school diploma or GED equivalent.

WORKING CONDITIONS:

In order to measure the extent to which an activity is required in a job, place an A, B, C or N/A in each designated blank as follows:

- A = Minor - Activity or condition exists less than 20% of work time.
B = Moderate - Activity or condition exists between 20-60% of work time.
C = Major - Activity or condition exists 60% or more of work time.
N/A = Not applicable

PHYSICAL	MENTAL	ENVIRONMENTAL
<p>Strength: (A) Sit (C) Stand (C) Walk</p> <p>Must lift/carry loads of: (C) Light (up to 25lbs.) (B) Moderate (25-50lbs.) (A) Heavy (over 50lbs.) (B) Push/Pull up to 40 lbs.</p> <p>Climb: (B) Stairs (A) Ladders (A) Balancing</p> <p>Stooping: (B) Kneel (B) Crouch (A) Crawl (C) Turn/Twist (B) Bend at Waist</p> <p>Reaching: (B) Handle objects (manual dexterity) (B) Reach above shoulder level</p> <p>(C) Other – Use of perfect or near perfect vision (with or without corrective lenses) and normal color vision.</p>	<p>(C) Read/comprehend (C) Listen/comprehend (C) Write (C) Communicate orally (C) Perform calculations (C) Reason and analyze (C) Plan own work activities (B) Plan work activities of others (B) Direct work activities of others (B) Coordinate work activities of others (B) Train other workers (A) Work alone (C) Work as a member of a team (A) Work without supervision (A) Work with minimum amount of supervision (B) Work under pressure (B) Work rapidly for long periods (B) Work on several tasks at the same time (A) Use hand power tools (B) Use non-powered hand tools (B) Operate overhead cranes (B) Operate forklifts/pallet jacks (N/A) Operate automotive equipment (car or truck) (C) Inspect, examine, observe for obvious product defects () Other _____</p>	<p>(B) Is exposed to excessive noise (C) Is around moving equipment (B) Is exposed to marked changes in temperature and/or humidity (N/A) Is exposed outside weather conditions (C) Is exposed to dust, fumes, gases (N/A) Drives motorized equipment (A) Handles Hazardous Materials () Other _____</p>