

# HONBLUE

## JOB DESCRIPTION

**Position Title:** Large Format Production Manager

**Date:** Revised May 11, 2020

**Department:** Large Format Graphics (LFG)

**Status:** Salary/Exempt

**Supervision:** Works under the general supervision of the Large Format Graphics Director of Operations

**Primary Purpose:** Manages production operations and supervises production, customer service and design staff in the Large Format department. Ensures products meet or exceed customer expectations.

### **Essential Duties**

- Take ownership of the Production Department by planning and directing production activities
- Monitor work orders and accurately track deadlines and errors
- Ensure we have the best production team via training and leading by example
- Hold production staff accountable by addressing performance concerns in real time
- Facilitate the smooth and efficient interaction between LFG, the sales staff and other divisions/departments
- Implement procedures to support department/company goals
- Improve existing production tools and the workflow process
- Organize and maintain an orderly production area
- Control waste, improve efficiency, help control quality
- Perform file processing/printing/mounting/laminating and other job processes as required
- Enforce safety procedures and report any work-related injuries immediately
- Exercise independent judgment and making, or effectively recommending, decisions on human resources management actions, (e.g.; hiring and firing, attendance, performance management, incentives, training, orientation, long term employee career development, work environment management, complaint investigation/resolution)

### **Additional Duties**

- Read work orders and determine the print/material needs for the project
- Measure prints to exact sizes for consistency and exact proportion
- Use various substrates and laminates for different prints and materials
- Wrap and prepare finished products for delivery
- Operate, maintain and troubleshoot printing and finishing equipment regardless of manufacturer
- Research new techniques or uses for various substrates
- Maintain safe and clean work area by proper storage of materials and chemicals

**Working Conditions:** Indoors in air-condition workplace; exposed to low-level fumes that are normal for a print operation. Manufacturing noise ranges from low to high level and may require hearing protection.

**Work Hours:** Minimally 45 hours per week

**Equipment Used:** Computers (Mac/PC), hand tools, power tools, hand trucks, push carts, laminators, finishing equipment, large format printers, CNC, copy & FAX machines, various office equipment

**Physical, Mental and Communication Demands:**

- Lift 50 pounds unaided
- Stand for extended periods, bend, reach, squat, push, and pull
- Ability to climb tall ladders and operate lifts
- Walk/Climb stairs and perform work without a hand-held aid (e.g., cane)
- Ability to discern colors
- Effective reading, writing and math skills
- Speak, understand, read and write English
- Communicate effectively; dealing with staff and internal departments
- Collaborate with others in a team environment
- Work with a high degree of accuracy with minimum supervision
- Ability to work in a multi-tasked, fast paced environment, meeting stringent deadlines with a positive “can do” attitude
- Good work ethic

**Skills/Knowledge:**

- Know how to operate the large format production and software equipment
- Fully understands and develops all phases of a project from concept to production
- Fully understands the use of various substrates and laminates for different prints and materials
- Full understanding of Adobe Suite and RIP Software
- Ability to troubleshoot customer digital files for production problems
- Friendly customer service skills; greet all internal and external customers with a smile
- Ability to communicate effectively with staff when delegating work and explain procedures and processes
- Ability to juggle multiple projects simultaneously, adapt quickly to changing priorities and requirements
- Ability to complete projects on time and within budget
- Proven ability to implement workflow improvements

**Work Hours: Minimum of 45 hours per week**

**Education/Training:**

Minimum- High school diploma or GED

College Degree- Business administration, marketing, management, and/or the fine arts a plus

**Experience:**

- 3-4 years' experience managing a print production department or facility
- 3-4 years large format experience
- 1-2 years mechanical troubleshooting experience

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. HONBLUE Inc. has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.