

HONBLUE

Job Description

Position Title: Large Format Production Specialist-I

Department: Large Format Graphics

Status: Full Time - Non-Exempt

Supervision: Works under the general supervision of the Large Format Graphics Manager

Primary Purpose: Produces a variety of graphic products using knowledge of the different substrates and/or laminates to assist clients with their printing needs. Produces quality work in the allotted time frame with minimal or no wastage and packages products for shipment. Travels to client site, installs a variety of graphic installations.

Essential Duties Production Specialist:

- Read work-orders and determine the print/material needed for project
- Monitor and track assignments to meet deadlines
- 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
- Maintain and operate various printing and finishing equipment
- Mechanical troubleshooting
- Maintain a safe and clean work area by proper storage of materials and chemicals
- Perform other duties as assigned

Additional Duties Installer:

- Follow-up on production projects for graphic installations
- Install a variety of graphics, signage, vinyl graphics and car wraps
- Operate, maintain and troubleshoot printer/plotter equipment regardless of manufacturer

Other Duties:

- Work with the sales staff to develop, improve and maintain customer relations
- Work in other departments, as needed

Working Conditions: Air conditioned work area. Exposed to fumes, inks, toners, solvents, and noise associated with normal print plant operations. Installations at client site may be indoors or outdoors in a variety of weather conditions

Work Hours: typically between 8:00 am to 5:00 pm, Monday – Friday. Saturdays, Sundays, holidays, and overtime as required. Hours subject to change based on business needs.

Dress Code: Collared Shirt/T-shirt, shorts/jeans, appropriate covered shoes; no tank tops

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

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)

- Proficiency with hand tools, power tools and a variety of measuring devices
- Ability to discern colors
- Basic reading, writing and math skills
- Communicate effectively; speak, understand, read and write in English
- Collaborate with other employees in a team environment
- Work with 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 ethics

Skills/Knowledge:

- Beginning to understand and develop all phases of a project from concept to production
- Beginning to understand the use of various substrates and laminates for different prints and materials
- Basic computer skills; data entry, word processing and email
- Basic understanding of Adobe Suite, helpful
- Strives to troubleshoot problems; ability to research & recommend solutions
- Ability to juggle multiple projects simultaneously, adapt quickly to changing priorities and requirements
- Strives to work with a high degree of accuracy with minimal supervision
- Ability to complete projects on time and within budget
- Friendly customer service skills; greet all internal and external customers with a smile

Education/Training:

- High School Diploma or equivalent required
- Valid driver license, own transportation

Experience:

- 1-2 years large format experience, preferred
- Previous installation experience, helpful
- Mechanical troubleshooting experience, helpful

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 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.