



Job Description

<u>POSITION TITLE:</u> PLATE MOUNTER - PITTSBURG	<u>DEPARTMENT:</u> MANUFACTURING
<u>JOB PURPOSE AND REPORTING STRUCTURE:</u> Under the direction of the Technical and Pre-press Manager, this individual will install graphic plates on sleeves, ensuring the printing of product according to customer specifications.	
<u>ESSENTIAL DUTIES AND RESPONSIBILITIES</u> include, but are not limited to the following: • Check job tickets for accuracy and request corrections as needed. • Match correct plates with job and ensure plates are in proper working condition. • Prepare plates for mounting on sleeves and mount, ensuring plates are accurately mounted, all information is correct and making certain the sleeves are in good condition. • Repair and adjust plates as needed during runs. Un-mount plates when jobs are completed. • Complete and maintain all required paperwork. • Maintain departmental housekeeping standards • Adhere to the GMP Policy	
<u>QUALIFICATION REQUIREMENTS:</u> To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
<u>EDUCATION AND/OR EXPERIENCE:</u> Requires education generally equivalent to one to three years of trades training and one to three years of progressively responsible related experience.	
<u>LANGUAGE SKILLS:</u> Ability to read and comprehend simple instruction, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.	
<u>MATHEMATICAL SKILLS:</u> Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.	

Note: The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

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REASONING ABILITY:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Requires the ability to work with mounting machines, ink rollers, and basic measuring devices.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and use hand to finger, handle, or touch objects, tools, or controls. The employee frequently is required to walk, sit, climb or balance, and talk or hear. The employee is occasionally required to stand; reach above shoulders; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes, airborne particles, toxic or caustic chemicals and risk of radiation and risk of electrical shock.

The noise level in the work environment is usually moderate.