



Miller McConnell Signs

Job Description

PRINT TECHNICIAN

SUPERVISOR: Print Supervisor

DEPARTMENT: Production - Print

POSITION OVERVIEW:

A Print Technician is an employee whose main responsibility is to assist in producing high-quality signage through the usage of equipment and software in the Print department.

This individual possesses department expertise / knowledge of equipment, materials, processes, standards, timelines, etc. The role includes a minimal amount of project management for orders specific to the Print department.

JOB FUNCTIONS:

Production Duties:

- Efficiently operate and conduct maintenance on all department resources, such as: Agfa Anapurna Flatbed Printer, HP 570 latex printer, Epson printer, and the MAXI-Press
- Convert supplied files from prepress into production ready files using Adobe CS, and Onyx Thrive, and other design or RIP software
- Department organization (equipment, materials, work-in-progress, work orders, etc.)
- Provide accurate order status updates to the Print Supervisor
- Perform accurate updates to scheduling board in Trello
- Manage department inventory
- Maintain the operation integrity of department equipment and associated parts
- Develop, create and adhere to processes & procedures
- Proficient in using common tools including knives, measuring tape, saws, and drills
- Look for new and/or innovative uses for our technology in signage production.
- Detail oriented and possess basic math and spelling skills.
- Capable of handling 4'X8' sheets and roll material up to 40 lbs.
- Able to use light power equipment, plotter, laminators, and other tools as needed - Fabricating and assembling signs.



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Team Participation Duties:

- Assist in production when necessary: laminating, painting, finishing (grommets, seaming, etc.), packaging & labelling, deliveries/pickups, etc.
- Participate in staff meetings and initiatives
- Participate in office cleanliness and organization initiatives
- Maintain an orderly workspace
- Utilize a task management system (Trello) to ensure daily, weekly, and monthly objectives are met
- Take notes in all meetings
- Adhere to all corporate policies and assist in their development
- Offer support and assistance in all other areas of the business as required

Other desired skills:

- Able to use light power equipment, plotter, large format printers, laminators, and other tools as needed
- Fabricating and assembling signs
- Packaging signs for safe shipping
- Proofreading and conducting quality assurance to ensure accurate signs
- A self-starter who takes pride in their work
- Able to work under pressure and to meet deadlines in a fast paced environment
- Responsible, prompt, reliable and honest!
- Ability to work satisfactorily on a sustained basis within any physical and Environmental requirements applicable to the area of assignment, e.g., chemical agents, hot tools or materials, fumes, noise, or similar conditions.
- Review production schedule regularly throughout the day to ensure that you are always current with the schedule and to be proactive in maximizing the daily production output
- Essentially, someone who can operate the 2 printers under the supervision of the Print Supervisor. When production resources are needed elsewhere (WXYZ, fabrication, or installs) this candidate would be able to provide support.