

APPLY IN PERSON AT:
Human Resource Department

909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
<http://oneida-nsn.gov>



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource
Department

P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Press Operator Trainee
POSITION NUMBER: 02750
DEPARTMENT: Printing
LOCATION: 2701 West Mason St Green Bay WI
DIVISION: Internal Services
RESPONSIBLE TO: Marketing and Tourism Director
SALARY: NE4 \$12.74/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 25, 2017
CLOSING DATE: June 12, 2017
Transfer Deadline: June 5, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Responsible for supporting the goals of the department in an efficient operation; operating single and multi-color duplicators and offset presses; produces print products according to customer specifications for the department. This is a skilled and technical position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Operate single and multi-color duplicators and offset presses; digital presses and other print equipment and binding.
2. Set-up and register two (2) or more colors precisely; make machine adjustments and maintain proper ink and fountain chemistry to match color specifications and assure quality. Input digital work; set specs onto machine.
3. Perform minor repairs and routine maintenance on equipment, notify supervisor of operating irregularities or machine malfunctions. Performs and supports preventive maintenance on press.
4. Create and maintain plate and negative libraries.
5. Notify supervisor of inventory needs and shortages including ink, chemicals and cleaning solvents.
6. Follow established production schedules and obtain supervisors consent for any deviation or changes.
7. Perform various bindery finishing tasks to include padding, shrink wrapping, hand numbering, stitching, stapling, collating, drilling, scoring stacking, and sorting; inspects finished product; packs in boxes and places on skids or pallets.
8. Operate paper drill and assists in operating a folding and a power cutting machine.
9. Maintain a clean and safe working environment; complies with all safety regulations regarding the use of equipment, guards and other devices.
10. Train and instruct other employees as needed. Contribute to the team effort.
11. Ensure presses and /or digital machines are running at full capacity while looking for improved efficiencies, and producing quality product that meets the customer needs.
12. Complete and maintain production records both manually and with computer systems to maintain inventory control.
13. Assist with press environment cleanup activities; clean ink pans and ancillary equipment, strip plates, inventory, cross-training and safety programs.
14. Participate in all functions of the operation related to print and mail.
15. Collaborate with various staff to meet production and scheduling requirements; support other members during low print times on overall goals of the department.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

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Press Operator Trainee
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DUTIES AND RESPONSIBILITIES (Cont):

18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, use hands and arms; talk and hear, walk; stoop, kneel, crouch, or crawl. Occasionally lift and/or move up to fifty (50) pounds. Ability to climb stairs periodically.
2. Work is generally performed in a print shop environment.
3. Employee may be exposed to various fumes, chemical substances and loud noises.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of inks and their proper applications, printing plate applications, plate-ink water characteristics and paper grades.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Skill with various types of mechanical equipment.
4. Ability to visualize details and perceive color.
5. Ability in basic arithmetic and use of percentages and measurements to calculate ink/paper usage.
6. Ability to exercise independent judgment.
7. Ability to interact, and maintain good working relationships with individuals of varying social and cultural backgrounds.
8. Ability to work independently and meet strict time lines.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Willingness and flexibility to work a variety of time slots/shifts that involve all days of the week as needed.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation Gaming Division.
15. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Associates Degree and two (2) years work experience in digital press and in precise register printing on multi-color and one-color presses and duplicators, high speed copier, Xerox V80, A.B. Dick 9840 presses, RYOBI 3200 2-color press, Heidelberg Windmill Letterpress; and/or equivalent combination of education and experience may be considered.
2. Certified to operate a forklift.
3. Xerox 1000 and other Xerox press machines.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

Must provide a copy of diploma, license, degree or certification upon employment.