

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att 65.05 – Job Description**

Revision	Revision Date	Revision Change
N/I	05/07/2024	Initial Release
1	09/26/2024	Revision to Division/Departmental/Immediate reporting relationships, experience
2	01/16/2025	Revision to Reporting Relationship
3	06/09/2025	Revision to Reporting Relationship

**Position Title:** Graphics Production Manager

**Grade Level:** 51-4041-14

**Exemption Status:** *Exempt*

**Department:** Manufacturing/Machine Shop

**Division Manager:** *Executive Vice President of Engineering*

**Department Manager:** *Director of Manufacturing/Machine Shop*

**Immediate Supervisor:** *Director of Manufacturing/Machine Shop*

**Duties, Responsibilities and Authority:**

This position reports directly to the *Director of Manufacturing/Machine Shop* and is responsible for ensuring the Graphics production operations are conducted per technical data, or requested specification, are adequately documented, and are inspected and tested, as required. The manager is responsible for budgetary controls and management of the department's resources.

Manage the production and allocation of fabricated parts utilized by the Epilog and Kern Laser engraving/cutting as well as Roland printing systems and Electronic Marking systems.

Reviews and organizes incoming purchase orders for parts produced on relative systems.

Procures, organizes, and maintains current stock of materials on hand for fabrication. Ensures regular and proper maintenance of laser cutting systems, as well as Roland printing systems.

Prepares laser engraving/cutting work to be accomplished by gathering information and materials.

Illustrates concepts for labels by designing rough layout of art and copy regarding arrangement, size, font size and style, and related aesthetic concepts and acquiring engineering approval through fabrication requests.

Responsible for calculating/inputting data and making changes to existing data figures in digital databases.

Supervises overall production of parts and materials required for fabrication related to laser and printing systems. This position works as a liaison between Purchasing, Maintenance and Engineering. Inspect verifies and additionally records accuracy of measurements and devices using inspection as well as measuring tools like Calipers, micrometers, plus other required inspection measuring test equipment.

This position will support Quality, Engineering, Purchasing and Operations Departments on new product developments.

Assists with other departments, when requested, to help with initiatives involving Business Marketing, Safety Markings, Social Media, Branding, Digital Advertisements, Training, and promotional events.

Responsible for the training of all personnel operating specialized Laser equipment and printing machines, ensuring strict adherence to proper work procedures and safety practices to be followed.

The *Executive Vice President of Engineering or Director of Manufacturing/Machine Shop* may assign additional responsibilities to this position at any time.

**Qualifications:**

Education: A&P License or Repairman or High School completion plus one of the following experience or training.

Experience: Two years' experience within a laser engraving/cutting work environment.

Training: Documented training records of at least 100 hours.