

**Job Description and Standards of Performance**

<u>Position Title:</u> Group Leader	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Distribution	<u>Department #:</u> 430
<u>Date Updated:</u> 6/27/07	<u>Updated by:</u> Infinger
	<u>Job Code #:</u> 1995

Position Purpose/Objective:

To properly coordinate the work of Distribution personnel so product is delivered to trucking contractor in an accurate and timely manner

*All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.*

Position Duties	Meets Expectations When:
Completes written orders and reports as needed. CORE	<ul style="list-style-type: none"> <li>• All orders and reports are completed and distributed in a timely and accurate manner.</li> </ul>
Ensures product is properly prepared for start of run. CORE	<ul style="list-style-type: none"> <li>• All zoning information is posted, by edition and trip, and each workstation is informed.</li> <li>• Bundle label printers are operating and staffed properly.</li> <li>• All inserts and wrappers have been placed at each work station in correct sequence.</li> </ul>
Ensures work area and equipment are prepared for start of run. CORE	<ul style="list-style-type: none"> <li>• Necessary equipment and lights are turned on, waste boxes in place and necessary doors opened prior to run.</li> </ul>
Ensures work areas are adequately staffed. CORE	<ul style="list-style-type: none"> <li>• All crews are at their stations as scheduled prior to edition start-up and remain until dismissed by Group Leader.</li> </ul>
Coordinates and monitors work progress throughout the run, communicating with Pressroom as needed.	<ul style="list-style-type: none"> <li>• Consoles are properly staffed so that windows/conveyors are used to ensure bundles are routed properly and efficiently.</li> </ul>

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CORE	<ul style="list-style-type: none"> <li>• Cages are properly piled, marked and folded and new skids are moved to inserter as needed.</li> <li>• Alerts Maintenance if machine repairs needed.</li> <li>• Ensures that mail is delivered to platform on time.</li> <li>• Communication with Pressroom regarding status of run, additional product needs is timely and accurate..</li> <li>• Run deadlines are met.</li> </ul>
Ensures post-run procedures are followed. CORE	<ul style="list-style-type: none"> <li>• Distribution area is clean and free from obvious hazards.</li> <li>• Power is turned off, doors secured, unused carts returned and power jacks are hooked up.</li> <li>• All intown papers and reports are delivered in a timely manner</li> </ul>
Ensures that all policies and procedures are followed. Checks all work groups and each edition to ensure that all deadlines are met. CORE	<ul style="list-style-type: none"> <li>• All policies and procedures are understood and followed. All groups finish their work on time.</li> <li>• All resources are allocated to provide for maximum efficiency.</li> </ul>
Ensures that established safety guidelines are followed by the crew.  CORE	<ul style="list-style-type: none"> <li>• Stretching exercises are lead at the start of each shift with guidance in the correct technique for stretching related to each position. Hearing protection is worn, proper lifting techniques are encouraged. Lift truck inspections are conducted on schedule or as needed.</li> </ul>
Performs other related duties as assigned SUPPORTING	<ul style="list-style-type: none"> <li>• Additional related duties are performed on time in a satisfactory manner</li> </ul>

Required Education and/or Experience/Knowledge:  
 Knowledge of Distribution process is a must

Required Skills:  
 Supervisory, communication and teamwork

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This position reports to:  
Distribution Manager