

9701

BINDERY WORKER

Nature of Work: An employee in this class tends machines in bindery operation and performs any combination of duties involving binding books, pamphlets, directories and catalogs. The employee is under the direct supervision of a superior who reviews the work for efficiency and compliance to specific instructions. Performs related work as required.

Examples of Work

Fastens sheets together using plastic ring binding, hand or machine stapler, or tends machine that inserts wire to fasten pages and covers together.

Pads forms, printed sheets, and wraps and delivers orders. Feeds covers and sheets into various machines for stitching, folding, and gluing operations.

Removes stacks of printed material to various stages of completion as it accumulates.

Examines stitched or bound books to ascertain that pages are bound in numerical or folio order and for such defects as imperfect binding, ink spots, and torn, loose and uneven pages.

May operate electric cutting machine following order specifications.

Knowledge, Skills and Abilities

Knowledge of bindery operations and work flow of the print shop.

Ability to set up, operate, and adjust folding machine, stitching machine, mini-binder, punching, collating machine and other equipment related to the bindery operation.

Ability to maintain stock inventory records.

Ability to follow oral and written instructions

Ability to maintain effective working relationships with co-workers.

Minimum Qualifications

Training: Completion of the tenth (10) grade.

Established: 9/19/90

Effective: 10/16/90