

BINDERY WORKER

KIND OF WORK

Operation of standard bindery equipment and hand bindery work.

NATURE AND PURPOSE

An employee in this class is responsible for the operation of standard bindery equipment such as book stitcher, manual cerlox binders, automatic cerlox punchers, guillotine cutters, straight-line friction folders, and automatic sheet collators. The employee is required to make minor equipment repairs and perform other related tasks.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Adjusts and operates mechanical folding, cutting and collating machines, electric punch and other standard bindery equipment.

Keeps bindery machines in good working order, making minor repairs such as replacing drive belts and feeder wheels as needed.

Runs standard bindery equipment in a manner consistent with division procedures.

Performs simple clerical tasks such as completing production time records.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Those asterisked are also essential at entry and are to be used in development of selection criteria.)

Knowledge of:

*Working knowledge of the methods of operation of all bindery operations.

*Working knowledge of weights, grains, types and finishes of paper and of how differences affect the operation of standard bindery equipment.

Working knowledge of graphic arts nomenclature.

Ability to:

*Ability to analyze and determine cause of standard bindery machine malfunctions.

*Ability to understand and follow oral and written directions.

*Ability to do simple record keeping.

Est.: 3/40

Rev.: 2/16/50, 11/7/51, 8/26/58,
7/10/59 3/12/69, 3/17/78,
4/22/85

Chkd.: 9/18/61

Merger: 7/5/67

TC: 4/22/85

Former Title(s):