

BINDERY WORKER, SENIOR

KIND OF WORK

Operation of standard and complex bindery equipment and performance of technical assistance in the bindery area.

NATURE AND PURPOSE

Employee in this class is responsible for the operation of standard and complex bindery machines. The requirement of this class is that the operation include such machines as the Right Angle Folder, Saddlewire Gatherer/Stitcher, and Programmable Guillotine Cutter. The operation of these machines entails set up, adjustment, and operation where multiple operations are performed on the printed material. The employee is also required to provide technical assistance to lower level duplicating machine operators in the performance of bindery work. The work varies by job in this class and is frequently of a complex bindery operations nature. The incumbents report to the supervisor in the printing and publications area.

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

Sets up standard and complex mechanical folding, gathering, stitching, punching and cutting machines.

Operates all kinds of bindery equipment including machines performing multiple operations.

Keeps all machines in good working order, making basic repairs as needed.

Performs tasks such as compiling productivity data and preparing summary reports.

Provides assistance to lower level classifications in the set up and operation of machinery.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the methods of operation of all duplicating and bindery equipment.

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

Working knowledge of graphic arts nomenclature.

Working knowledge of all bindery operations.

Ability to:

Ability to set up and operate complex bindery machines.

Ability to determine the cause of malfunctions and perform basic machine maintenance.

Ability to understand and follow all instructions.

Ability to compile.

Ability to do clerical tasks.

Est.: 3/82

Rev.:

TC: 4/22/85

Former Title(s): Bindery Operations Specialist