

BINDERY WORKER

DEFINITION

Under supervision, to perform a variety of printing facilities functions; to operate and maintain peripheral finishing equipment; and to sort, count, and collate printed materials.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Operates auxiliary finishing equipment including collator, power stapler, paper drill, automated paper cutter, padding press, automatic folder, scoring, and perforation equipment.
2. Sorts, counts, collates, and wraps printed material.
3. Supplies and stocks paper for press and copier operators.
4. Delivers printed materials and maintains records of deliveries.
5. Maintains paper and card stock.
6. Cleans, adjusts, and maintains equipment.
7. Operates forklift, pallet jack, hand truck, and electric cart to transport paper and printed materials.
8. Lifts and moves cartons of paper.
9. Files print records.
10. May operate a District vehicle to deliver printed materials.
11. Occasionally operates a photocopier.
12. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Print shop methods, materials, and machinery; practices and procedures for cleaning and maintaining print shop equipment; filing and record-keeping; safe and efficient operation of equipment and vehicles.

Ability to:

Operate auxiliary print shop equipment; clean and maintain print shop equipment; learn to operate new equipment and adapt to changing technology; maintain accurate records and inventory; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a print shop setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a print shop setting; to stand or walk for prolonged periods of time; to stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

8/00

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