Title: Bindery Operator

Essential Function

Under general supervision from designated supervisor, perform binding tasks by hand or machine.

Characteristic Duties

1. Perform all in-house bindery work.
2. Perform related duties based on departmental need.

Unusual Working Conditions

- May be exposed to dangerous machinery; may be exposed to fumes.

Minimum Qualifications

- Ability to add, subtract, multiply and divide whole numbers and to read and write common vocabulary plus: 300 hours training in operation of bindery equipment (or 3 months experience); or equivalent.

Last updated: June 1996