Title: Bindery Operator, Sr.  

Pay Scale Group: 08

Essential Function

Under general supervision from printing supervisor, plan and schedule bindery operations for large print shop and instruct others in proper use of equipment.

Characteristic Duties

1. Coordinate/complete all bindery work done in-house.
2. Ship and receive all jobs sent to sub-contractors.
3. Cut printed materials prior to bindery operation.
4. Participate in production scheduling meetings
5. Serve as crew leader for lower level bindery assistants.
6. 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: at least 600 hours training in operation of bindery equipment (or 6 months experience); or equivalent.

Last updated: June 1996

An affirmative action/equal opportunity institution