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Bindery Machine Operator (Journey) 09

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I. INTRODUCTION

This position is located in

A Bindery Machine Operator is responsible for independently completing the more complex bindery jobs by setting up and operating one or more powered, semi- and fully-automatic bindery machines. This is a journey level position.

II. MAJOR DUTIES AND RESPONSIBILITIES

Sets up, adjusts and operates a variety of automatic bindery machines containing multiple functions and station capabilities (power paper cutters, power collators and gatherers, power folders, power speedbinder) which can be electromechanically combined with other equipment and devices to produce a complete bindery and finishing unit that processes printed sheets into final books, catalogs, manuals, directories, magazines or other completed products. Makes needed adjustments to coordinate the multiple work stations on a single machine. Joins and synchronizes several machines to accomplish advanced collating and folding tasks.

Determines appropriate machines to be used for specific assignments, depending on the weight, color, quality and machinability of the paper stock being used and adjusts machines accordingly. Interprets job orders, which may be for one-of-a-kind materials; plans bindery operations utilizing the most efficient procedures and methods to meet job requirements to complete a combined finishing operation.

III. FACTOR LEVELS

Factor 1.- Skill and Knowledge

Thorough knowledge of the more complex bindery machines (i.e. fully automatic binding machines (perfect binders), multiple station collators and multiple folding units, either individually or combined) to perform the full range of standard and specialized folds of printed materials.

Knowledge of the set up, operating requirements, procedures, capabilities and limitations of one or more bindery machines to perform the full range of standard and specialized folding, collating and cutting of printed materials to complete a combined finishing product.

Ability to read and interpret written work orders or other job specifications containing bindery requirements which indicate the number and sequence of machine operations required to complete the work and to maintain dimensional accuracy in accordance with instructions provided; independently makes decisions on the type of equipment to be used.

Thorough knowledge of the quality and machining requirements of various coated and uncoated types of paper stock.

Skill in setting up and adjusting machines for finishing operations and to refine such adjustments for the weight, color, machinability and quality of paper stock being used and to prevent machining impressions on the printed

materials. In addition to basic machinable sheets, must be able to calculate distances, clearances, and fits in combining machines.

Skill in using the full range of standard and specialized tools and devices to adjust and maintain the functional accuracy and operating conditions of the bindery machines.

Factor 2.- Responsibility

Receives assignments from the supervisor either in the form of work orders or verbal discussions. Independently makes decisions on the type of equipment to be used as well as methods and procedures for completing assignments. Responsible for applying sound judgments and decisions that contribute toward efficient utilization of available machines. Consults with supervisor on unusually difficult problems. Work is reviewed for compliance with job specifications and quality.

Factor 3.- Physical Effort

Continually lifts, carries, or otherwise handles printed materials and paper stock weighing up to 10 pounds. Occasionally, required to handle items or materials weighing up to 40 pounds. Stands for prolonged periods while operating or monitoring bindery machines. Frequently stoops, bends, and reaches to make machine adjustments, remove misrouted materials and other operational activities.

Factor 4.- Working Conditions

Normally works in well-lighted, heated and ventilated areas. Occasionally exposed to low and high frequency noise generated by adjacent machine operations and vibrations during peak production periods. Exposed to the possibility of minor cuts from paper materials and more serious injuries such as broken bones and severe bruises or lacerations from high speed machine operations.

THIS POSITION IS EXEMPT FROM COVERAGE UNDER THE FLSA

IV. UNIQUE POSITION REQUIREMENTS

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