

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**        **Bindery Worker**

**DEFINITION:**

Under general supervision, performs a full range of bindery assignments requiring the operation of a variety of finishing equipment in the bindery; assists the mailing/shipping unit; leads the work of student workers; services and maintains convenience copiers and related bindery equipment.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

Operates a variety of bindery equipment such as automatic folder/sealer/tabber, heavy duty full hydraulic power paper cutter, multiple head power paper drill, heavy duty stitcher, pile feed 26" folding machine, multi-station envelope inserter, punching and plastic binding machines, and all other related equipment to perform assigned tasks.

Assembles and inserts printed materials according to work orders.

Wraps packages of finished material by hand or using a wrapping machine.

Delivers and/or picks up completed jobs using SDCOE carts, dollies, vans, cars or box trucks

Prepares and maintains bindery equipment for daily use including changing, replacing and sharpening parts as well as troubleshooting equipment problems.

Checks in and shelves paper stock.

Operates power jack pallet and fork lift.

Processes forms including padding and trimming for order completion.

Performs routine service and maintenance on convenience copiers.

Leads the work of student workers.

**NON-ESSENTIAL FUNCTIONS:**

Performs other duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Possession of a valid California driver license and proof of automobile insurance must be provided at the time of selection.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent is required. Two years of experience performing bindery or copying operational services in a production environment is required. One year of vocational training in a centralized graphic reproduction shop is desirable.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

The operation and maintenance of bindery equipment; bindery tools and their uses; copy operation processes.

### **ABILITY TO:**

Follow step-by-step troubleshooting guides and simple diagrams; maintain a high level of care and thoroughness in handling details of a task; accept and adjust to changes; understand and follow oral and written directions; establish and maintain cooperative and effective working relationships with staff, vendors, and clients; prioritize work; attention to detail; complete work despite frequent interruptions; follow workplace safety policies and procedures.

## **WORKING CONDITIONS AND PHYSICAL ABILITIES:**

Large-scale printshop. Continuous exposure to a noisy environment. This assignment includes delivery duties. Persons in this class may be asked to accommodate a flexible work schedule. Must be able to hear and speak to exchange information; see to perform assigned duties; lift and carry materials and paper stock weighing up to 85 pounds; operate a forklift and hydraulic pallet jack; possess dexterity of hands and fingers to operate assigned equipment; stand, walk, bend, stoop; twist, push, pull, kneel, and squat for extended periods of time; reach overhead, above the shoulders and horizontally, to retrieve and store materials.

Established: 10/10

Revised: 7/14

Approved by the Personnel Commission: October 20, 2010