

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**BINDERY WORKER**

**Purpose Statement:**

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.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these 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.

**Other Functions:**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities**

KNOWLEDGE OF:

Operation and maintenance of bindery equipment

Bindery tools and their uses

Copy operation processes

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness.

Practice cultural competency while working collaboratively with diverse groups and individuals.

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 Environment:**

ENVIRONMENT:

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.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; lift and carry materials and paper stock weighing up to 85 pounds; operate a forklift and hydraulic palette jack; possess dexterity of hands and fingers to operate assigned equipment and/or computer and other office equipment; walk, stoop; twist, push, pull, kneel, bend at the waist, and squat for extended periods of time; reach overhead, above the shoulders and horizontally, to retrieve and store materials and/or files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Education: Graduation from high school or equivalent; and

Experience: Two years of experience performing bindery or copying operational services in a production environment; One year of vocational training in a centralized graphic reproduction shop is desirable; or

Equivalency: A combination of education and/or experience equivalent to graduation from high school or equivalent; and two years of experience performing bindery or copying operational services in a production environment. One year of vocational training in a centralized graphic reproduction shop is desirable.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 038

Personnel Commission Approved: **October 20, 2010**

Revised: July, 2014