BINDERY WORKER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0180(4233)	Bindery Worker I	15	661	6 mo.	06/30/89
4241	Bindery Worker II	15	661	6 mo.	06/30/89
1584	Bindery Worker Foreman	15	661	6 mo.	06/30/89

Promotional Line: 10

Series Narrative

Employees in this series perform duties involved in a bindery. This includes the operation of folders, paper cutters, collators, stitchers, and other related bindery equipment. in addition, Bindery Workers are responsible for receiving, storing, and maintaining the paper stock used in the bindery.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Bindery Worker I 0180(4233)

Employees at this level perform routine duties involved in a bindery under the general supervision of a designated supervisor.

A Bindery Worker I typically–

1. sets up and operates various machines (such as small folders, collators, stitchers, paper cutters, and other small bindery equipment)

2. performs handwork (such as stapling, inserting, punching, folding, and collating)

3. packages or wraps finished work by manual wrapping or automated shrinkwrap machine

4. maintains routine records (such as records of deliveries to customers)

5. performs other related duties as assigned

Level II: Bindery Worker II 4241

Employees at this level perform skilled duties involved in a bindery under the general supervision of a designated supervisor.

A Bindery Worker II typically–

1. sets up and operates various machines (such as large and com plicated cutters, folders, stitchers, collators, perfect bindery, and other larger bindery equipment)

2. performs manual duties (such as moving and handling of large paper stock and performing intricate handwork and complicated printed materials)

3. performs routine bindery duties as required

4. assists in training other bindery employees

5. assists in the maintenance and repair of equipment and machinery used in the bindery operation

6. maintains records such as delivery and time records

7. performs other related duties as required

Level III: Bindery Worker Foreman 1584

Employees at this level supervise the work of skilled trade workers in a bindery. They work under direction from a designated manager.

A Bindery Worker Foreman typically–

1. supervises and manages the work of the bindery by:

   --training bindery employees

   --planning, scheduling, and assigning work

   --checking quality and accuracy of completed work

2. determines stock sizes and procedures necessary for each job

3. receives and stores incoming paper stock, materials, parts, and supplies and assists in inventory control

4. maintains and repairs equipment and machinery used in the bindery

5. performs skilled work of the trade, including specialty jobs, and operates all equipment in the bindery when necessary

6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Bindery Worker I 0180(4233)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. dexterity required to operate bindery equipment and machines
2. ability to handle heavy materials
3. ability to stand or sit in one position for long periods of time
4. hand and eye coordination
5. ability to follow detailed directions

Level II: Bindery Worker II 4241

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. experience sufficient to qualify as a journeyman, with a minimum of four years of actual work at the trade, including apprentice or vocational training

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. proficiency in the use of bindery tools and equipment
2. ability to handle heavy materials
3. ability to stand or sit in one position for long periods of time
4. hand and eye coordination
5. ability to exercise independent judgment

Level III: Bindery Worker Foreman 1584

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. experience sufficient to qualify as a journeyman, with a minimum of six years of actual work at the trade, including apprentice or vocational training

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. proficiency in the use of bindery tools and equipment
2. supervisory ability
3. organizational ability
4. ability to perform arithmetic calculations

5. ability to handle heavy materials