

BINDERY EQUIPMENT OPERATOR, 1485

Summary of Duties : Sets up, operates, and adjusts large bindery equipment and machinery such as large programmable power-operated paper cutting machines, collators, stitchers, and folding machines; may provide leadership and supervision to a group of journey-level Bindery Equipment Operators and other employees performing such work; and does related work.

Distinguishing Features : A Bindery Equipment Operator maintains, adjusts and operates a variety of large bindery equipment and machinery common to a print shop. The operation of these machines requires alertness and accuracy to avoid spoilage of costly materials and delays affecting other shop operations. The work, which involves both routine and complicated cutting and folding on a variety of paper and card stock, requires journey-level skill and knowledge. A Bindery Equipment Operator is continually subject to safety hazards. An employee of this class is not closely supervised and receives assignments in the form of stock cutting tickets and job tickets.

A Bindery Equipment Operator may be assigned responsibility for the Printing Division's bindery operations and may both supervise and personally perform journey-level duties. An employee assigned at this level is responsible for planning and maintaining efficient production and for the establishment and enforcement of safe working practices.

Examples of Duties : Sets up, operates, and adjusts power-operated programmable paper cutting machines; selects the required quantity of paper stock by type, weight, quality, and size as indicated on the stock ticket; cuts paper stock to size for printing presses; does finish work by trimming or cutting printed material with precision to specified dimensions; records time spent on each job on a daily labor report;

Makes an inventory of paper stock and notifies the supervisor when stock level reaches the established minimum order point; lubricates and maintains paper cutting machines; replaces dull cutting knives; may set up and operate other bindery equipment such as folding, collating, gluing, perforating, trimming and stitching machines; may receive, check, and help with store supplies; may act as a lead over Bindery Workers; may supervise a group of Bindery Equipment Operators and other bindery shop personnel working on various types of printed materials; and may designate requisition, or assemble stock to be used; may lay out work;

Employees assigned at any level may be assigned to other duties for training purposes, to meet technological changes, or emergencies.

Qualifications : A good knowledge of the maintenance, adjustment, and

safe methods of operation of large programmable power-operated paper cutting machines together with skill in their operation and adjustment; a good knowledge of the methods of cutting and trimming stock and finished printing material, including books and pamphlets; a good knowledge of the types, designations, weights, standard sizes, colors, and storing of paper, book and card stock; a working knowledge of the operation and adjustment of other bindery equipment including folding, collating, gluing, trimming and stitching machines; the ability to make arithmetic calculations in connection with the economical cutting of paper to size; and the ability to recognize a wide variety of paper stocks.

Completion of a recognized apprenticeship; the attainment of journey-level rank as a bindery equipment operator; or four years experience in the set up, operation and adjustment of various power-operated paper cutting, collating, stitching and folding machines is required.

Physical Requirements : Strength to perform average lifting of up to 35 pounds and occasionally over 70 pounds; arm, hand, and finger dexterity with both hands involved in such activities as setting up, adjusting, and operating power-operated paper cutting and folding machines; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.