

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/6/75

SENIOR BINDERY WORKER, 1499

Summary of Duties: Does light manual work and operates a variety of standard bindery machines in preparing and assembling forms, pamphlets, books, and other printed matter; or supervises such work; and does related work.

Distinguishing Features: A Senior Bindery worker is responsible for the operation of a bindery in a print shop. An employee of this class is responsible for supervising employees engaged in a variety of skilled bindery operations and may personally bind and repair books or operate a paper-cutting machine. A Senior Bindery Worker receives general supervision through written job orders and oral instructions from a Print Shop Supervisor. A Senior Bindery Worker exercises supervision by means of oral instructions, close checks of work in process, and inspection of completed work.

The work of a Senior Bindery Worker is distinguished from that of a Library Bindery Supervisor in that the latter is a full-time supervisor of Book Repairers and clerical personnel engaged in repairing and mending library materials.

Example of Duties:

- Supervises and works with a group of Bindery Workers doing bindery work on various types of printed materials;
- Designates or assembles stock to be used;
- Lays out work;
- Directs subordinates in the use of machines commonly used in bindery operations;
- Supervises and works with a small group of Bindery Equipment Operators engaged in selecting and requisitioning paper stock, operating paper cutting and folding machines to cut, trim, and fold stock and printed materials to specified sizes, and receiving, checking, and storing paper stock;
- Personally operates large paper cutting, folding, saddle gang-stitching, and other bindery machines;
- Establishes and enforces safe working practices for bindery machine operations;
- Maintains bindery records;
- Occasionally repairs and rebinds books, letters book covers, and does other bookbinding work;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A thorough knowledge of:

- Bindery processes and techniques;
- Characteristics and uses of bindery materials and supplies;
- Use, set up and capabilities of large automatic collating, folding, gang-stitching and other bindery machines;
- Paper cutter processes, techniques, and capabilities.

A good knowledge of:

- Standard safety practices applicable in bindery work;
- Laws and regulations related to equal employment opportunity and affirmative action.

A working knowledge of:

- General bookbinding operations and materials.

A general knowledge of:

- Civil Service Commission Rules.

Ability to:

- Perform neat bookbinding and repairing;
- Make minor repairs to binding machines;
- Perform table work such as counting, folding, gathering, interleaving, stripping and trimming and padding accurately and rapidly;
- Figure and cut paper stocks;
- Supervise bindery work;
- Maintain bindery records;
- Coordinate and route work through the bindery to meet designated delivery dates;
- Estimate time and material requirements.

Requirements: Two years of journey level experience as a Bindery Worker or in a class that is at least at that level and which provides experience in operating bindery equipment and assembling and preparing a variety of printed matter is required.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds; good hand and finger dexterity; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate 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 all of the duties, responsibilities, and required qualifications of any position shall be.