

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/6/75

BINDERY WORKER, 1497

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; and does related work.

Distinguishing Features: A Bindery Worker prepares and assembles forms, pamphlets, books and other printed matter by manual and standard binding machine operations. Although many of the processes are repetitive in nature and the types of work done are recurrent, the work requires a considerable degree of manual dexterity and skill in the use of the machinery. Care is required to avoid personal injury when using bindery machinery. An employee of this class may be required to perform the more routine duties of bookbinding under the direction of a journey level supervisor. A Senior Bindery Worker normally assigns duties to Bindery Workers and checks their work in process and upon completion.

Example of Duties:

- Folds, gathers, counts, interleaves, numbers, and pads a wide variety of printed material;
- Sets up and uses wire stitching, small folding, paper drilling, round corner, saddle gang-stitching, collating, perforating, punching, and other bindery machines in the preparation of forms, books, booklets, pamphlets, and similar printed materials;
- Gathers pre-numbered and other forms in duplicate, triplicate, and similar sets, either with or without carbon paper interleaving;
- Strips booklets and pamphlets with gum tape and trims off the edges;
- May do simple hand sewing of books under the direction of a Bookbinder or a Senior Bindery Worker;
- Occasionally operates a large folding machine after it is set up and prepared by employees of other classes;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A working 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;
- Standard safety practices applicable in bindery work.

Some knowledge of:

- General bookbinding operations and materials.

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;

Requirements: Completion of a recognized three-year apprenticeship in bindery work; or attainment of journey level rank as a bindery worker; or five years of full-time paid experience in doing a variety of bindery tasks 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.