



## Bindery Worker

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
636	Non-Exempt	7 – Skilled Craft Workers	ATU	1 – Purch/Mat	3/3/1987	NA	1 of 1

**DEFINITION:** Under the immediate supervision of the Print Shop Supervisor, operates binding equipment, and performs related work activities.

**REPORTS TO:** The Print Shop Supervisor, or designee.

**ESSENTIAL FUNCTIONS** may include, but are not limited to the following:

- Operates power paper cutters, folding machines, and sorters.
- Operates a drill press.
- Performs collating and padding functions.
- Transports completed Print Shop materials to various locations within the District.
- May perform other Print Shop duties, at the direction of the Print Shop Supervisor.
- Performs other duties as required.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles of arithmetic, including addition, subtraction, multiplication, division, decimals and percentages; and the operation of binding equipment and folding machines equivalent to those currently in use by the District.

**Ability To:** Operate a folding machine; operate a drill press; perform collating and padding functions; and establish and maintain effective working relationships with those contacted in the course of work using principles of good customer service.

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** Two (2) years of progressively responsible bindery experience, including the operation of a power paper cutter, folding machine, and sorter.

**License Requirement:** Must possess or obtain and maintain a valid California Class C Driver License and meet the District's driving standards

**Special Requirement:** Must be able to pass a "heavy lifting" physical examination.

**NOTE:** This job description was written March 1987. The language has not yet been revised. For practical reasons, it has been transcribed in the MS Word electronic format. (9/25/03)

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