

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
BINDERY WORKER

DEFINITION

Performs semi-skilled work in setting up, operating, and maintaining machines used to reproduce, cut, trim, staple, collate, and bind printed materials; performs related duties as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Sets up and operates a variety of bindery equipment such as high speed folders and collators, power cutters, bursters, stitchers, and binders; adjust machines for proper paper weight, length, and pressure, and add attachments as necessary for special folding instructions.

Follows instructions as noted on the printing order; contacts client when necessary to clarify orders, posts logs and job tickets to properly charge time and materials.

Assembles pamphlets, reports, and other printed materials, and checks assembled product for printing and page sequence errors.

Sorts, counts, and packages printed materials for delivery to clients.

Performs routine machine maintenance such as oiling, greasing, cleaning, and adjusting.

Certain positions set up and operate 9200 or 9400 Xerox machines, or plain bond copiers with collator used to reproduce printed materials; determines reduction settings, adjust light density and lens opening, checks dry ink level, and determines if job is to be flipped or tumbled.

Certain positions may be trained to operate A.B. Dick, addressograph multigraph, or other similar offset reproduction equipment.

COMPETENCIES REQUIRED

Knowledge of the set-up and operation of bindery tools and equipment such as high speed folders and collators, power cutters, bursters, stitchers, binders, and staplers.

Knowledge of equipment maintenance procedures such as oiling, greasing, cleaning, and adjustments necessary to keep the machines in good working order.

Knowledge of the programming sequence required for reduction settings, two side printing, and printing sequence necessary to operate Xerox printers or plain bond copiers.

Ability to read, understand, and follow both oral and written instructions and job orders.

Ability to learn to set-up, operate, and perform routine maintenance on a variety of bindery equipment.

Ability to interact with and develop effective working relationships with clients and fellow employees.

Ability to perform the work as demonstrated by successful performance through the probationary period.

Physical strength to lift boxes of paper and supplies.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

No specific education or experience is required.

Effective Date: 12/94 BW