

MECHANICAL BINDERY OPERATOR

NATURE OF WORK

This is skilled mechanical work in binding books, reports, and other printed materials.

Work also responsibility for the accurate and efficient operation of a variety of mechanical bindery equipment. Work may also include the operation of related equipment in the production and binding of a variety of printed materials in book, booklet, or brochure form, etc. Work is performed under the general supervision of a technical superior who reviews work for accuracy and conformity with instructions and established quality standards.

ILLUSTRATIVE EXAMPLES OF WORK

Operates a variety of binding and allied equipment in the process of producing and binding a variety of printed materials.

Checks assembled product for printing errors and sequence.

Services, cleans, oils and makes minor repairs and adjustments to a variety of binding and related equipment.

May instruct subordinate employees in the operation of binding equipment.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in various phases of bindery operations; graduation from high school supplemented by the successful completion of the University training programme; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the tools, equipment, materials, methods, and practices of book binding.

Knowledge of the hazards and safety precautions of the trade of binding.

Ability to understand and follow oral and written instructions.

Ability to keep routine records

Ability to operate and perform minor repairs on bindery equipment.

Skill in the operation and care of binding and allied equipment.

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