

Specification for Class of

BINDERY WORKER 2

Abolished Effective July 1, 2007

Definition: Acts as a skilled worker performing bindery work in a print shop.

Distinguishing Characteristics: This level is distinguished from the Bindery Worker 1 by the addition of the responsibility to independently perform assigned work and set up necessary bindery machinery. May act as lead worker over other Bindery Workers on assigned projects.

Typical Work

Assembles printed material in correct order; wraps, bands, ties, labels, counts, and boxes;

Operates a stitching machine for pamphlets and books; operates punching and binding machines;

Pads the backs of assorted publications with glue and applies covers and tape;

May collate job, handfold, insert, hand gum, seal, string, laminate and hand number;

Operates stitching, scoring, drilling, perforating, trimming, and folding machines;

Performs related duties as required.

Knowledge and Abilities

Knowledge of: all bindery practices and equipment used for drilling, stitching, and collating.

Ability to: perform all bindery activities quickly and accurately; maintain responsibility for a variety of bindery procedures without regular direction; understand oral and written instructions.

Desirable Qualifications

High school graduation or GED equivalent.

AND

One year of experience as a Bindery Worker 1.

OR

One year of bindery experience in a commercial or agency print/bindery shop.

Note: Must be physically capable of lifting heavy objects and stand for extended periods of time.

New class: 5-12-77

Revised definition, add distinguishing characteristics: 6-10-77