

BINDERY ASSISTANT

DEFINITION

Under supervision, perform a variety of printing facilities functions; operate and maintain peripheral finishing equipment; and sort, count, and collate printed materials.

EXAMPLES OF DUTIES

Operate auxiliary finishing equipment including collator, power stapler, paper drill, automated paper cutter, padding press, automatic folder, scoring and perforation equipment; sort, count, collate and wrap printed material; supply and stock paper for press and copier operators; deliver printed materials and maintain records of deliveries; maintain paper and card stock; clean, adjust and maintain equipment; operate forklift, pallet jack, hand truck, and electric cart to transport paper and printed materials, lift and move cartons of paper; file print records and occasionally operates a photocopier.

QUALIFICATIONS

Knowledge of

Print Shop methods, materials, and machinery; practices and procedures for cleaning and maintaining print shop equipment; filing and record-keeping; safe and efficient operation of equipment.

Ability to

operate auxiliary print shop equipment; clean and maintain print shop equipment; lift, carry, push, and pull moderate to heavy loads; walk and stand for extended periods of time; squat, pull, push, grasp, and twist as needed to complete duties; maintain accurate records and inventory; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

Experience

One year of bindery experience which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent lifting and maneuvering of up to 50 to 60 pounds with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent standing, walking, much of the time with some twisting, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the grounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.