

BINDERY WORKER TITLE DEFINITION

I. DEFINITION

BINDERY WORKER

Positions in this classification function under close progressing to general supervision and spend a majority of time (more than 50%) setting-up, adjusting, operating, cleaning and maintaining bindery equipment. Positions are responsible for the full range of duties associated with operating a variety of complex bindery equipment such as: right angle precision folding machines, perforating/scoring machines, table top folders, perfect binding machines, computerized paper cutters, tape binders, wire stitchers, paper drills and multi-station, and automatic collators with attachments.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Offset Press Operator
Computer Printing Technician
Clerical Assistant
Printing Technician