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Bindery Machine Operator Helper 05

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I. INTRODUCTION

This position is located in

A Bindery Machine Operator Helper is responsible for independently operating small binding equipment and assisting higher graded journey level operators on major binding equipment to develop or improve the operator's skills and techniques.

II. MAJOR DUTIES AND RESPONSIBILITIES

Operates small, single function, hand and foot actuated bindery equipment (i.e. staplers, punches, drills and binding-glueing devices). Interprets job orders for this equipment, plans necessary operations, and sets up and adjusts equipment.

Assists a higher graded operator by aiding in performing finishing work using major binding equipment (i.e. power folders and power collators, power cutters, speedbinder, in-line cover-inserter with four-knife trimmer).

Performs daily maintenance duties; cleans machinery to remove paper dust and lint, checks pumps and other operating parts for proper lubrication, and lubricates equipment as needed.

III. FACTOR LEVELS

Factor 1 - Skill and Knowledge

Knowledge to set up and maintain a variety of single function, hand and foot automated bindery machines, such as staplers, punches, drills and binding-glueing devices.

Ability to make machine adjustments for differences in paper size or thickness, hole or margin distances, paper folds or other work requirements or material characteristics.

Knowledge of basic arithmetic and fractions; ability to apply such knowledge while accurately locating materials on machine surfaces.

Skill in using hand tools (i.e. rulers, screwdrivers, wrenches) to make machine adjustments.

Ability to set up, arrange, and hand collate as well as to fan, jog and stack various sizes of paper neatly.

Factor 2 - Responsibility

Receives work assignments from the supervisor in the form of detailed oral instructions or written work orders. Independently determines work methods and selects the necessary tools on routine repetitive assignments. Most work processes are covered by clearly defined procedures and instructions and consist of recurring machine operating functions. Work is spot-checked during progress; completed work is checked for compliance with instructions and established work requirements.

Factor 3 - Physical Effort

Continually lifts, carries, or otherwise handles printed materials and paper stock weighing up to 10 pounds. Occasionally, required to handle items or materials weighing up to 40 pounds. Stands for prolonged periods while operating or monitoring bindery machines. Frequently stoops, bends, and reaches to make machine adjustments, remove misrouted materials and other operational activities.

Factor 4 - Working Conditions

Normally works in well-lighted, heated and ventilated areas. Occasionally exposed to low and high frequency noise generated by adjacent machine operations and vibrations during peak production periods. Exposed to the possibility of minor cuts from paper materials and more serious injuries such as broken bones and severe bruises or lacerations from high speed machine operations.

This position is non-exempt from coverage under the FLSA.

IV. UNIQUE REQUIREMENTS

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