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Bindery Machine Operator (Leader) 07

Occupational Title Leader, XL-4402-07 MR#:

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position is located in

The incumbent performs and leads employees in setting up, adjusting and operating a variety of powered bindery machines.

II. MAJOR DUTIES AND RESPONSIBILITIES

Independently sets up, adjusts, operates and maintains two or more different powered machines containing several cutting heads, control surfaces or other attachments (i.e. folders, cutters, collators, stitchers, drills, binding/gluing machines) to trim, assemble and package printed material in accordance with customer requirements. The incumbent interprets job orders and plans bindery operations utilizing the most efficient procedures and methods to meet job requirements to complete a combined finishing operation. In addition to performing the above specified duties, the employee is responsible for leading the work of three or more

XP-4402-7 employees. Leader duties include:

- passing on to other workers the instructions received from the supervisor and getting work started, e.g., by assigning the immediate tasks to be performed by individuals;
- working along with other workers and setting the pace;
- demonstrating proper work methods;
- seeing to it that needed tools and materials are available;
- obtaining needed information or decisions from the supervisor on problems that come up during the work;
- maintaining a current knowledge and answering questions of other workers on procedures, policies, written instructions, and other directives;
- seeing to it that there is enough work to keep everyone busy;
- checking work while in progress and when finished to see whether work sequences, procedures, methods, and deadlines have been met;
- urging or advising other workers to follow instructions and meet deadlines;
- assuring that safety and housekeeping rules are followed;
- reporting to the supervisor on status and progress of work and causes of work delays; and
- answering questions of the supervisor on overall work operations and problems.

III. FACTORS

Skill and Knowledge

Knowledge of the set up, adjustment, procedures, capabilities and limitations of equipment to perform the full range of standard and specialized folding, collating, and cutting of printed materials to complete a finished product.

Familiarity with different paper weights, sizes, kinds and colors so as to be able to identify paper conditions (i.e. excessive moisture or curling that frequently requires additional machine adjustment).

Familiarity with basic mathematics (i.e. decimals, metric units) to understand dimensional requirements contained in job orders and to make more complicated adjustments.

Ability to use the full range of standard and specialized tools and devices to adjust and maintain the functional accuracy and operating conditions of the bindery machines.

Skill in making difficult adjustments to powered machines using handtools (i.e. wrenches, screwdrivers, punches, knives) as well as more specialized hand tools, usually furnished by the machine manufacturer.

Skill in operating complicated bindery equipment such as folders, cutters, collators, stitchers, drills, binding/gluing machines.

Ability to read and interpret written work which indicates the number and sequence of machine operations required to complete the work and maintain dimensional accuracy in accordance with instructions provided.

Responsibility

Receives assignments in the form of written work orders or general oral instructions from the supervisor. Makes independent judgments regarding the finishing method and equipment required to accomplish non-routine work orders. Work assignments are completed in accordance with established shop methods and standard techniques and procedures. Technical guidance and assistance are provided on unusual or difficult machine problems.

Completes assignments independently without spot-checks in progress. Completed work is subject to review by the supervisor for compliance with established requirements and appropriate specifications.

Responsible for detecting and making prompt adjustments or repairs for machine malfunctions, frequently complicated by numerous components and related work parts found on powered or automated machinery.

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.

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.

IV. UNIQUE POSITION REQUIREMENTS

Since this is a lead position, the grade level is equal to the highest level led.

FINAL GRADE - XL-7

