

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6135
Pay Grade: D07

FLSA: Non-Exempt

BINDERY OPERATOR

MAJOR FUNCTION:

Performs routine semi-skilled manual duties setting up and operating bindery machines and related equipment. Operates paper collator, stitcher, folder, perfect binder, power paper cutter, paper drill and related machines. Work is performed under direct supervision and is reviewed through results obtained.

DUTIES AND RESPONSIBILITIES:

- Inserts and aligns paper printing stock in power cutter, adjusts paperstop to size specified; operates cutter.
- Sets up paper drill stops, with aid of template to space holes, adjusts drill in relation to size and quantity of material; operates drill.
- Sets up paper folder to locate fold properly, places material in feedrack and operates folder.
- Binds folded material into booklets by feeding and advancing material in stitcher manually while activating stitcher head.
- Assists printers in loading and unloading machines; sets up collator; attaches stitcher or feeder as needed; applies adhesive backing to material.
- Performs other related as required.

MINIMUM QUALIFICATIONS:

Graduation from high school, or possession of a GED, and one (1) year of experience in the operation of general bindery equipment.

ISSUED: 10/79 SSN; REVISED: 1/85 PBL; BOARD APPROVED: 2/27/85; REVISED: 11/95 SV; BOARD APPROVED: 3/27/96; REVISED WC: 4/04 LM; REVIEWED 11/06 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

BINDERY OPERATOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds					X
3. Lift objects weighing 51 to 100 pounds				X	
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds					X
7. Carry objects weighing 51 to 100 pounds				X	
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time					X
10. Standing up to two hours at a time					X
11. Standing for more than two hours at a time					X
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy			X		
20. Using a keyboard to enter and transform words or data	X				
21. Using a video display terminal	X				
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Bindery Operator - NR