

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Bindery Worker I	REPORTS TO:	Printing Services Supervisor
DEPARTMENT:	Management Information Systems	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	018 OTBS
REVISED:	January 4, 2007		

BASIC FUNCTION:

Operate a variety of bindery equipment and high speed copiers in the production of printed material.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Operate all equipment as assigned, including paper cutters, collators, folders, stitchers, tying machines and high speed copiers (analog and digital). **E**

Maintain and make minor adjustments to equipment; keep records of machine use and condition. **E**

Review printing requests for accuracy or special instruction. **E**

Notify supervisors of stock and supplies on hand. **E**

May assist in training less experienced employees in proper operation of equipment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

KNOWLEDGE AND ABILITIES:

ABILITY TO:

Read, write, and understand the English language.

Operate all standard bindery equipment and high speed copiers.

Follow oral and written instructions.

Perform repetitive tasks requiring constant exercise of manual skill and mental and physical alertness while maintaining production speed.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting; day or night shifts; working with machinery.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and examine documents; standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; performing repetitive tasks; frequently lifting heavy supplies, including boxes of paper weighing up to 50 pounds.

Revised 3.14.04—PeopleSoft

Job Code 7401

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