

JOB TITLE	DEPARTMENT	REPORTS TO
Bindery Specialist	Communications	Publications Manager / Chief Communications Officer

Position No: 77635	Length of Work Year: 12 Months
Salary Schedule: C18	Date Approved: 3/8/94
FSLA: Non-exempt	Date Revised: 8/26/97; 4/15/15; 1/28/19

JOB GOAL
To prepare printed materials for use by the schools and district offices.

MINIMUM QUALIFICATIONS

1. High school graduate or a combination of training and experience equivalent to a high school education. Supplemented by one year of experience in bindery work.
2. Requires mechanical aptitude and ability to use common hand tools.
3. Knowledge of the principles, practices and materials necessary in bindery work.
4. Knowledge of the occupational hazards and safety precautions relating to the position.
5. Ability to interpret and follow oral and written instructions.
6. Ability to lift up to 30 lbs.
7. T.A.B.E. test or successful completion of one (1) year of college work.
8. Is physically capable of performing duties as determined by physical examination by Board approved physician.
9. Ability to perform the functions of the position.
10. Successful completion of a Physical Capacity Test specific to the essential functions
11. and measured physical demands of the position.

DUTIES AND RESPONSIBILITIES

1. To operate the following equipment:
 - A. Duplo 4000 Collator and Booklet Maker
 - B. Folder
 - C. Stitcher
 - D. GBC Punch and Rhin-O-Tuff Punches/AP2 Ultra Punch
 - E. GBC Binder/DigiCoil Inserter
 - F. Padding Press
 - G. Paper Cutters
 - H. Drill Press
 - I. Shrink Wrapper
 - J. Pallet Jack
 - K. Heat Transfer Press
 - L. Mug Transfer Press
 - M. Laminating Machines
2. To prepare print orders for delivery and pick-up
3. To process submitted orders on Print Shop Pro WebDesk
4. Clean and make minor repairs to machines and maintain in good working order
5. To keep paper stock organized
6. Maintains a clean and safe work area
7. To assist with keeping a working inventory
8. To perform assigned tasks in a timely and efficient manner.
9. To perform assigned tasks with a high standard of quality.
10. To perform other duties as assigned by the Publications Manager.

PHYSICAL DEMAND CLASS:

Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required.

For the Position of: **DIGITAL PRESS OPERATOR / BINDERY SPECIALIST**
PDC Level: HEAVY

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

Job Specific Task I

Task Simulated: Lifting/Handling Larger Materials

Equipment Used: NIOSH box weighted to 60 lbs., shelf at 36-inch height

Description of Task Simulation 1:

Candidate will demonstrate the ability to lift the 60 lb. box from the floor with their choice of grip to place it on the 36-inch height shelf to return it to the starting point. This is to be done for two (2) repetitions in a smooth controlled manner.

Job Specific Task II

Task simulated: Lifting/Carrying/Sorting Items

Equipment Used: 3 boxes, weighted to 10, 20, and 35 lbs., shelves at 6, 48, and 72-inch heights

Description of Task Simulation 2:

Candidate will demonstrate the ability to lift each box from the 6-inch shelf with their choice of grip, carry it for 5-feet to then place it on the 48-inch shelf to then return them each to the start point. They will then lift the 10 lb. box again from the 6-in shelf to place it on to the 72-inch shelf to then return it to the start point. This series is to be done for three (3) repetitions in a smooth, controlled manner.

****NOTE: Candidate may use stepstool or ladder if needed for shelf access**

Job Specific Task III

Task Simulated: Push/Pull of loaded pallets

Equipment Used: Sled weighted for 50 lbs. /force or Force gauge

Description of Task Simulation 3:

Candidate will demonstrate ability to push then pull a weighted sled with 50 lbs. resistance with hands at self-selected height for 25-feet, one repetition for each direction. If a sled is unavailable, the candidate, using a force gauge w/ handles at self-selected height to generate peak force of 50 lbs. for pushing and pulling for 1 repetition for each direction.

Job Specific Task IV

Task Simulated: Climbing

Equipment Used: Stepladder

Description of Task Simulation 4:

Using available handholds, the candidate will demonstrate ability to climb up/down from the floor to the 3rd of 4th rung to complete a total of 12 rungs. This is to be done for one (1) repetition in a smooth controlled manner.